**Position Description**

**Position title:** Place Based Officer  
**Reports to:** Coordinator Community Development

**Section:** Community, Relations & Leisure  
**Reports:** Direct: Nil  Indirect: Nil

**Department:** Community, Culture & Information  
**Evaluated/approved by:** Anthony Basford

**Position number:** CRL009  
**Version number:** 2015.V01

**Delegations:** Refer to delegation manual on the website [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au) – Your Council - publications

**Objective/s:** To work with communities and community stakeholders to facilitate initiatives, partnerships, activities, programs and services, based on identified need, that deliver positive benefits and outcomes.

---

**Our Key Themes**  
- A Liveable Place  
- An Enterprising Place  
- A Sustainable Place  
- An Accessible Place  
- A Leading Organisation

**Our Vision**  
“The Bega Valley Shire is a community that works together achieving a balance between quality of life, enterprising business, sustainable development and conservation of the environment.”

---

**KEY RESPONSIBILITIES AND INDICATORS**

<table>
<thead>
<tr>
<th>Key Result Areas</th>
<th>Duties and responsibilities</th>
<th>Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership and teamwork</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Work as part of a Shire wide multidisciplinary team to deliver tangible benefits and outcomes for local communities that support and enhance Council’s integrated planning priorities.  
- Actively provide local leadership and direction to support the realisation of community aspirations.  
- Work with all stakeholders to understand and resolve local problems and identify opportunities to secure positive community outcomes.  
- Take responsibility for a Shire wide |  
- Evidence of involvement in community activities and projects.  
- Evidence of participation in broader Council activities.  
- Evidence of outcomes related to place based portfolio. |
<table>
<thead>
<tr>
<th>Key Result Areas</th>
<th>Duties and responsibilities</th>
<th>Performance Indicators</th>
</tr>
</thead>
</table>
|                        | portfolio relevant to place based services.  
|                        | ▪ Act as a representative of Council at meetings, official functions and events in conjunction and/or consultation with Councillors and senior staff.  
|                        | ▪ Articulate and promote policies and decisions of Council in a local context.  
|                        | ▪ Participate in Team, Section and Organisation learning and development opportunities and meetings.  
| Community Development  | ▪ Identify and utilise relevant frameworks and/or methodologies that support working with local communities.  
|                        | ▪ Undertake research and consultation to understand and identify the needs of communities in the Bega Valley Shire.  
|                        | ▪ Work and partner with a range of stakeholders and organisations to support the delivery of identified projects and activities that benefit the community.  
|                        | ▪ Work with local leaders and community groups to enhance community participation and build community capacity.  
|                        | ▪ Identify and support communities to access grant opportunities which meet identified community needs. Support activities which improve the capacity of volunteers in local communities.  
|                        | ▪ Facilitate, and participate in forums and other collaborative processes which build community cohesion and foster wellbeing.  
|                        | ▪ Project plans developed and implemented which demonstrate agreed methodology and meet Council requirements.  
|                        | ▪ Documented research and evidence relating to agreed projects and activities.  
|                        | ▪ Partnerships which deliver community projects and activities are documented and milestones met.  
|                        | ▪ Demonstrated activity undertaken which strengthens community capacity and self-reliance.  
|                        | ▪ Grant information, advice and training is provided to community stakeholders and volunteers.  
|                        | ▪ Volunteer induction/WHS informed and supported  
| Community Engagement and Communication | ▪ Ensure communities are well informed about the work and initiatives of Council through the utilisation of the Community Engagement & Communications toolkit.  
|                        | ▪ Enhance Council’s integrated planning processes by strengthening connections between the local communities and Council  
|                        | ▪ Develop promotional materials and  
|                        | ▪ Community stakeholders are identified and engaged in Council’s communication, consultation and planning processes.  
|                        | ▪ Effective channels of communication are developed and implemented.  

<table>
<thead>
<tr>
<th>Key Result Areas</th>
<th>Duties and responsibilities</th>
<th>Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>prepare content for media releases, webpages, social media platforms, and community communiques. ▪ Act as a conduit between Council and local communities to maximise the benefit of volunteer time and involvement in projects and activities.</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>Prepare work plans in consultation with the Coordinator Community Development. Prepare statistics, reports and correspondence as required. Monitor and assist in the development of budgets.</td>
<td>▪ Work plans developed in conjunction with Coordinator. ▪ Expenditure in line with agreed budget parameters.</td>
</tr>
<tr>
<td>Workplace Health &amp; Safety</td>
<td>▪ Comply with statutory WHS requirements and Council policies. ▪ Identify and report hazards, accidents/incidents and ensure documentation is completed. ▪ Undertake only those tasks for which current competencies are held.</td>
<td>▪ WHS procedures followed efficiently and in a timely manner in accordance with Council’s procedures.</td>
</tr>
</tbody>
</table>

The position is based in one of Council’s four libraries currently located at Bermagui, Bega, Merimbula and Eden and will require the incumbent to travel to other towns and villages throughout the Shire. The nature of this role will require the incumbent to work evenings, weekends and public holidays in line with Award conditions.

**SELECTION CRITERIA**

- Demonstrated experience and skills in working with diverse communities/community organisation
- A demonstrated ‘can do’ attitude in delivering quality, timely and innovative outcomes and benefits that meet identified community need
- Demonstrated experience in working and partnering effectively with internal stakeholders and external stakeholder organisations in the delivery of programs and activities
- Exceptional communication skills and the ability to relate to staff, volunteers and the community at all levels
- Demonstrated experience in working autonomously within agreed operating guidelines, managing and prioritising multiple tasks efficiently
- A demonstrated commitment to practices and principles relating to Cultural Diversity and Workplace Health & Safety
### EDUCATION, QUALIFICATIONS, LICENCES

<table>
<thead>
<tr>
<th>Mandatory</th>
<th>Desirable</th>
<th>Licences</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ University qualification relevant to position responsibilities ideally</td>
<td>▪ Recent experience working in Local Government</td>
<td>▪ Licence to drive a car in NSW</td>
</tr>
<tr>
<td>in Community Development, Economic Development, Cultural Development,</td>
<td>▪ Recent experience working with volunteers/volunteer organisations</td>
<td>▪ Working with children check</td>
</tr>
<tr>
<td>Health Promotion or similar disciplines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Minimum 3 years recent experience in a role undertaking similar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>functions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ORGANISATIONAL CONTEXT

<table>
<thead>
<tr>
<th>Internal liaisons</th>
<th>External liaisons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillors, Managers, Coordinators and Staff</td>
<td>Community members, community groups, government and community agencies and businesses</td>
</tr>
</tbody>
</table>

### CONDITIONS OF EMPLOYMENT

<table>
<thead>
<tr>
<th>Status: Full Time</th>
<th>Hours per week: 35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification: Band 3 Level 2</td>
<td>Grade: 10</td>
</tr>
<tr>
<td>Award: Local Government (State) Award 2014</td>
<td>Other: Mobile phone</td>
</tr>
<tr>
<td></td>
<td>iPad or laptop</td>
</tr>
</tbody>
</table>