

This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

Community Development Officer

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

DEPARTMENT: Corporate and Communities

APPLICATIONS CLOSE: Friday 25 April 2025

Your application must consist of the following information: -

CHECKLIST

- Cover Sheet**
- Covering Letter addressing the three main elements under the selection criteria:**
 - ∞ Qualifications
 - ∞ Knowledge, Skills and Expertise
 - ∞ People Oriented Skills and Attributes
- Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

**Douglas Shire Council
People and Culture
PO Box 723
Mossman QLD 4873**

recruitment@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

Community Development Officer

Position Number: 113

Closing Date: Friday 25 April 2025

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council will require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply

Privacy Information: Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

Situation - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

Task - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

Action - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

Result - What resulted from the actions you took? What did you achieve and what were the results of what you did?

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

<u>POSITION:</u>	Community Development Officer
<u>LOCATION:</u>	Mossman Administration Building
<u>CLASSIFICATION:</u>	Level 3 / 4 / 5
<u>SALARY:</u>	Salary Ranging from \$78,587.53 to \$98,201.10 per annum. Level on appointment will be dependent upon demonstrated competencies and experience.
<u>AWARD:</u>	Queensland Local Government Industry (Stream A) Award – State 2017.
<u>LEAVE:</u>	Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
<u>SUPERANNUATION:</u>	Employer superannuation contributions will be made at the rate of up to 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required.
<u>APPLICATIONS:</u>	Applications can be submitted by: Addressed to: Private and Confidential Douglas Shire Council People and Culture PO Box 723 MOSSMAN QLD 4873 or recruitment@douglas.qld.gov.au
<u>CLOSING DATE:</u>	Friday 25 April 2025

Position Applied for: **Community Development Officer**

Position Number **113**

Mr
 Mrs
 Ms
 Miss

Date: _____
Given Names: _____
Family Name: _____
Preferred Name: _____

Postal Address:

Home Address:

Telephone Numbers:
Home: _____
Work: _____
Mobile: _____
Preferred Contact Number:

Email:

Have you previously worked for Douglas Shire Council? No Yes **Dates:** _____

Are you a current employee of Douglas Shire Council? No Yes **Dates:** _____

Current Employees must complete: **Employee No:** _____ **Classification Level:** _____

Position Title: _____

Department: _____ **Supervisor:** _____

Are you currently being represented by an external recruitment agency? No Yes **Name of Agency:** _____

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: *(Please tick)*

Douglas Shire Council website Douglas Shire Council Facebook Douglas Shire Council LinkedIn

On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au):

This section is Optional: Do you identify with any of the following groups? *(Please tick)*

Aboriginal / Torres Strait Islander Disability English as Second Language

Applicant Consent Details (Please Tick):

I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.

NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.

Applicants Signature:

POSITION DESCRIPTION

Position Title:	Community Development Officer
Position Number:	113
Department:	Corporate and Communities
Unit:	Community Services
Team:	Community Development
Reports To:	Team Leader Community and Economic Development
Award Classification:	Level 3 / 4 / 5 Queensland Local Government Industry Award (Stream A) - State 2017 and applicable Division(s)
Hours:	Nominal 72.50 hours, nine (9) days per fortnight as per agreement. Attendance at afterhours meetings and functions is an essential requirement of this position.
Pre-placement Medical:	Yes
National Police History Check:	Yes
Date Developed:	January 2023
Date Reviewed:	March 2025

Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.



Honesty



Trust



Fairness



Teamwork

Position Objectives

The Community Development Officer's primary objectives are to:

- Facilitate projects and assist the Community & Economic Development Team to achieve the goals and objectives as outlined in the Corporate Plan and Operational Plan.

- To work collaboratively with communities to enhance their capacity to identify their aspirations with a focus to live a safe, equitable, inclusive and sustainable lifestyle.
- Develop, implement and evaluate community-based projects developed collaboratively by Council and the local community.
- Assist with Identifying community needs and opportunities to support access and information to appropriate funding opportunities for Council and local community organisations.

Organisational Relationships

Position Reports to:	Team Leader Community and Economic Development
Position Supervises:	Nil
Internal Relationships:	The Community Development Officer works within the Corporate and Communities Department and directly with Community and Economic Development Team.
External Relationships:	The Community Development Officer works with government peers and leaders, local government representatives and members of the public.

Qualifications and Experience

Essential:

Qualifications

- Appropriate tertiary qualifications and/or relevant experience in community development or community services.
- Current Queensland driver's licence.
- Possession of a positive Blue Card for Child Related Employment or the eligibility to acquire one.

Knowledge, Skills & Expertise

- Demonstrated understanding of and ability in the application of community development principles and practices.
- Demonstrated ability to facilitate grant assessment and produce high quality documentation such as grant submissions, briefing papers and reports.

People Oriented Skills & Attributes

- High level written and oral communication skills, including conflict resolution skills, with ability to communicate with a diverse audience.

Desirable

Knowledge, Skills & Expertise

- Demonstrated project management, report writing and presentation skills.
- Demonstrated understanding of the role of Local Government.

People Oriented Skills & Attributes

- Experience in and commitment to working in a team environment.
- Demonstrated experience in community engagement and liaison.

- Demonstrated ability to effectively work with a diverse range of individuals and organisations, including government agencies, community organisations, people with a disability, Aboriginal & Torres Strait Islanders and other Culturally and Linguistically Diverse (CALD) groups.

Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Undertake a variety of initiatives, projects and program development to enhance community wellbeing, participation and outcomes.
- Work collaboratively with key stakeholders in the development, implementation and evaluation of community events/activities.
- Provide support and assistance in coordinating Council's events and projects that celebrate our communities.
- Work collaboratively within Council and with the local community in coordinating the efficient implementation of the Mayor's Christmas Appeal in Douglas.
- Assist with the implementation of Council's community engagement strategies in Douglas.
- Coordinate information campaigns to ensure local community organisations are aware of Council community programs and initiatives.
- Participate in research and project design that focusses on community outcomes.
- Work with a variety of community groups, diverse cultures and internal stakeholders to support community outcomes.
- Provide excellent customer service and to actively work to solve customer problems.
- Promote continuous improvement initiatives to the benefit of the organisation through participation in corporate planning initiatives, projects and working groups as directed.
- Undertake various community engagement activities including providing administrative support at community meetings.
- Understand, refer to and abide by Council's policies, procedures, and work practices.
- Other duties as directed by Team Leader Community and Economic Development.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

Performance Indicators

It is expected the incumbent will:

- Develop and implement community projects in consultation with internal and external stakeholders.
- Work effectively with the local community and develop and maintain strong working relationships internally within Council and externally with the local community.
- Model behaviours that show a commitment to and understanding of ethical, professional and legal standards that reflect Council's core values and Code of Conduct.
- Complete work as outlined Council's Operational Plan and Council's Corporate Plan.