

**POSITION NO:** 2209  
**CLASSIFICATION:** Band 6  
**OCCUPANT:** Vacant  
**DATE:** June 2025

## POSITION CONTEXT & OBJECTIVE(S):

This position is responsible for building and strengthening the relationship between Aboriginal and Torres Strait Islander organisations and their communities, as well as the wider community, and Council to inform best practice planning, policy and program response.

The purpose of the role is:

- To facilitate the development and implementation of Council strategies and programs which enhance community resilience and wellbeing
- To build the organisation's capacity and knowledge of cultural heritage issues and protocols.
- To lead programs which improve the wellbeing of specific section of the community in response to evidence-based needs analysis.

Reporting to the Service Manager, Health Engaged Communities, the Community Development Officer will play a key role in the implementation of Council's strategic plans that recognises and respects individuals and their culture and community. The Community Development Officer will work with internal and external stakeholders to develop and implement a range of initiatives designed to strengthen connections to place, raise awareness of culture and knowledge and support the improvement of community health and wellbeing.

Warrnambool City Council is committed to the process of Reconciliation and take a key role in the development, successful adoption and implementation of the Reconciliation Action Plan. The role will also work across Council to embed work practices that implement the strategic aim of the RAP and influence internal processes to embed best practice in relation to First People's themes. To assist this, the role will also;

- Assist Council to embed a strategic and coordinated approach to working with Traditional Owners and Aboriginal and Torres Strait Islander peoples across the organisation.
- To support the Recognised Aboriginal Parties (RAPs) and place-based networks.

## KEY RESPONSIBILITIES AND DUTIES:

- Develop and maintain relationships with a wide range of community organisations and represent Council.
- Contribute to discussions with relevant networks and appropriate meetings and activities.
- Maintain awareness of local and emerging issues and competing priorities and provide updates to the Service Manager Healthy Engaged Communities.
- Provide written reports to Council, providing presentations as required.
- Develop and lead programs that assist in promoting and empowering local community groups. Provide timely and accurate reports detailing these programs
- Assist in the education of Council staff regarding the sharing of opportunities that promote cultural awareness, inclusive services, practices and facilities.

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## COMMUNITY DEVELOPMENT OFFICER

- Provide support and culturally appropriate advice to support Council departments and contribute to the achievement of Council's vision and objectives.
- Provide all Council departments and staff with relevant information and support regarding Aboriginal and Torres Strait Islander People's protocols.
- Maintain awareness of all legislation, guidelines and best practice in regard to Aboriginal and Torres Strait Islander Peoples.
- Establish and maintain, on behalf of Council, ongoing partnerships with Aboriginal and Torres Strait Islander Peoples, communities and organisations.

### KEY SELECTION CRITERIA:

Applicants are required to address in writing the key selection criteria in their applications and will need to demonstrate to the selection panel that they have met the following criteria:

- Qualifications or relevant experience in social policy, community development or related discipline.
- An understanding of community development theory and practice; principles of community inclusion and participation and community planning strategies.
- Experience working with organisations to improve their cultural practices, through a range of strategies that promote a culturally safe and inclusive workplace.
- Demonstrated ability to build and strengthen relationships with community groups and organisations including Aboriginal and Torres Strait Islander Peoples.
- Demonstrated ability to work in partnership with diverse stakeholders in local communities to implement action plans, review, report and evaluation, adhering to timelines and budget requirements.
- Well-developed written and verbal communication skills including, public speaking, conducting effective meetings and forums and media appearances.

### GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records)

☒ YES

The incumbent must have and maintain a current Working with Children Check:

☒ YES

### ORGANISATIONAL RELATIONSHIPS:

<b>Reports to:</b>	Service Manager Healthy Engaged Communities
<b>Supervises:</b>	Nil
<b>Internal Contacts:</b>	Other Council Staff
<b>External Contacts:</b>	Community groups, local health services, registered aboriginal parties, aboriginal community-controlled organisations, state and federal agencies, other agencies, suppliers, volunteers and the general public.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- This position is accountable to the Service Manager, Healthy Engaged Communities to complete the key responsibilities and duties.
- Undertake project delivery within the objectives included in the approved budget

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## COMMUNITY DEVELOPMENT OFFICER

- Represent Council as required in different forums and contribute to discussions on relevant networks and appropriate meetings and activities
- Contribute to the development, maintenance and implementation of the Reconciliation Action Plan and associated projects and initiatives.
- Ensuring reporting and operational deadlines are achieved.
- Effectively developing and implementing relevant projects and priorities

### JUDGEMENT AND DECISION MAKING:

- Under advice from the Service Manager Healthy Engaged Communities engage with the community.
- Provide interpretation, assessment and advice relating to all aspects of Reconciliation
- Methods and procedures utilised for quality improvement

### SPECIALIST KNOWLEDGE AND SKILLS:

- Demonstrated skills in Community development, engagement, consultation and evaluation.
- Sound relationship management skills with demonstrated ability to develop and maintain strong working partnerships.
- Skilled and adaptable communicator.
- Demonstrated ability to work flexibly and adaptively to manage competing priorities
- Strong cultural knowledge of local Aboriginal and Torres Strait Islander People's communities.
- Demonstrated understanding and commitment to reconciliation and social justice.
- Excellent communication and facilitation skills.

### MANAGEMENT SKILLS:

- Demonstrated ability to organise and plan work priorities.
- Ability to set, monitor and achieve work related targets to deliver the required outcomes of the position.
- Manage the delivery of the Reconciliation Action Plan whilst ensuring compliance with Council policies and relevant legislation.
- Achieve continuous improvement in performance and productivity.
- Demonstrated ability to work offsite.
- Ability to make informed decisions in a timely manner with minimal supervision.

### INTERPERSONAL SKILLS:

- Excellent communication skills, both oral and written and well-developed customer service skills.
- Proven ability to liaise with external agencies and organisations and provide advice in relation to local communities and Aboriginal and Torres Strait Islander Peoples.
- Ability to work cooperatively with all other team members and broadly within the organisation.

### QUALIFICATIONS AND EXPERIENCE:

- Significant experience in community or cultural development, organisational development or project management.

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## COMMUNITY DEVELOPMENT OFFICER

- A strong knowledge of the Warrnambool and Barwon South West area and histories of Aboriginal and Torres Strait Islander Peoples.
- Demonstrated ability to develop and maintain positive and respectful relationships.
- Experience in researching and preparing reports to inform future Reconciliation Action Plans.
- Demonstrated experience working with Aboriginal and Torres Strait Islander communities.
- Extensive experience in facilitating community and stakeholder activities and projects.
- Familiarity, understanding and application of computer programs
- Current Victorian Drivers Licence, Type "Car"

### TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with Warrnambool City Councils Enterprise Agreement.

### AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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