



Position Vacant – Multicultural & Community Development Officer – Part Time

For full details and requirements of the role – Please refer to the Position Description

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 3 - \$67,330 per annum (full time equivalent).
- 5 weeks Annual Leave with 17.5% loading per annum, accumulated on a pro-rata basis
- 15 days Sick Leave per annum, accumulated on a pro-rata basis
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Guarantee Levy (10.5%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed
- Any other terms and conditions may be negotiated with the successful applicant

HOW TO APPLY

All applications must include:

- **A completed Application for Employment Form**
- **Cover letter**
- **Resume**
- **Responses to the selection criteria – found under Position Requirements in the Position Description**

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 22-23-020

For further enquiries regarding this vacancy and associated selection process, please contact Mr Ron Petterson on 07 4620 8888.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Tuesday 04 October 2022

Matthew Magin

CHIEF EXECUTIVE OFFICER

Position Description – Multicultural & Community Development Officer

| POSITION DETAILS | | |
|--|--|--|
| DEPARTMENT: | Community & Environmental Services | |
| POSITION: | Multicultural & Community Development Officer | |
| REPORTS TO: | Manager Community Services | |
| DIRECT REPORTS: | Nil | |
| PRINCIPAL LOCATION: | 118 Victoria Street, St George | |
| EMPLOYMENT BASIS: | Temporary Part Time | |
| POSITION PURPOSE: | <p>The Multicultural Development Officer's role involves the planning, facilitation and delivery of services to support council and the community in implementing culturally and linguistically diverse (CALD) education policies and programs for the Balonne Shire to be a welcoming community.</p> <p>The Community Development Officer is responsible for cultural and community development and event coordination, building capability and capacity of community groups, organisations and individuals and promoting community sustainability of the Balonne region.</p> | |
| POSITION REQUIREMENTS (section criteria) | | |
| TYPE | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | <ol style="list-style-type: none"> 1. Relevant qualifications and/or experience in Community Engagement, Social Science or equivalent industry. 2. Relevant qualifications and/or experience in Community Engagement and/or Project Support. 3. Current C Class open drivers licence | <ol style="list-style-type: none"> 1. Possession of a Blue Card for Working with Children or ability to acquire |
| SKILLS | <ol style="list-style-type: none"> 4. Demonstrated ability to relate to people from different cultural and socio-economic backgrounds 5. Highly developed customer service and communication skills, including written, verbal, consultation and interpersonal skills with an ability to liaise effectively with stakeholders in a culturally diverse environment. 6. Organisational skills and ability to prioritize workload maintaining attention to detail, meeting demanding deadlines and delivering high quality outcomes. | <ol style="list-style-type: none"> 2. Highly developed computer skills, including proficiency in the Microsoft Office suite |
| EXPERIENCE | <ol style="list-style-type: none"> 7. Experience and demonstrated ability in working consultatively and in building effective working relationships with a broad range of stakeholders. 8. Proven ability to develop, deliver and evaluate community programs. 9. Demonstrated ability to work with initiative under limited direction and supervision within a team environment. 10. Ability to support productive working relationships with external Community Groups and Stakeholders. | <ol style="list-style-type: none"> 3. Experience in a local authority |

Position Description – Multicultural & Community Development Officer

| | | |
|--|--|---|
| | <p>11. Ability to interpret and operate in accordance with relevant Council procedures and policies and legislative requirements.</p> <p>12. Ability to apply strategic thinking and implement solutions to issues and achieve results in the area of community development.</p> | |
| IMMUNISATION REQUIREMENTS | | |
| The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure . | | |
| <input type="checkbox"/> Influenza | <input type="checkbox"/> Hepatitis A | <input type="checkbox"/> Varicella (chickenpox) |
| <input type="checkbox"/> Tetanus | <input type="checkbox"/> Hepatitis B | <input type="checkbox"/> MMR |
| <input type="checkbox"/> Q Fever | <input type="checkbox"/> Other: | |
| POSITION KPI's | | |
| Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal. | | |
| AUTHORITY/DELEGATION | | |
| Works independently, as well as in a team, within general guidelines and objectives provided by the Manager Community Services. This position has delegated purchasing authority in accordance with Council's Delegation Register . | | |
| RESPONSIBILITIES | | |
| INHERENT RESPONSIBILITIES | | |
| <ul style="list-style-type: none"> To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers. Work in a safe manner at all times and report any workplace risks. To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required. Communicate all health and safety matters to supervisors where applicable. To be punctual and reliable To report problems or difficulties encountered Contribute to the Council with suggestions for improvement Monitor personal qualifications and licences to ensure currency All council employees are bound by the <i>Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable. Communicate reliably and regularly, especially when working alone. Be environmentally responsible by minimising wastage without compromising safety or effectiveness | | |
| KEY PRIMARY RESPONSIBILITIES | | |
| These primary responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to: | | |
| <p>Multicultural Development</p> <ul style="list-style-type: none"> Consult and involve CALD communities and relevant community groups to identify issues and to develop and implement strategies to: <ul style="list-style-type: none"> Improve the accessibility and responsiveness of services and programs to the needs of people from CALD backgrounds. | | |

Position Description – Multicultural & Community Development Officer

- Improve the participation of CALD individuals, families and cultural communities in wider community life and assist in developing cohesive communities.
- Develop strategies, policies, and programs that increase tolerance and acceptance of others.
- Develop, support and promote collaborative relationships with CALD individuals and families, community organisations, other government agencies and partner organisations to promote a welcoming community.
- Seek information and advice from local government authorities, regional development authorities and ethno- specific settlement organisations to facilitate social inclusion.
- Develop an education program to local residents about cultural differences and appearances.
- Develop economic and social integration activities where CALD individuals and families can interact with the broader community.
- Assist CALD groups to work together and promote their activities to the broader community.
- Assist Council and the community in identifying suitable employment and accommodation opportunities for CALD individuals and families.
- Monitor and inform Council of the implementation of relevant statutory, legislative and policy developments.
- Perform other duties within your capabilities as directed.

ADDITIONAL RESPONSIBILITIES

These Secondary responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council’s operational and corporate plans. The key responsibilities include but are not limited to:

Community Development

- Assist with the implementation of strategies, policies, and programs to strengthen the sustainability of Balonne Shire’s community
- Undertake community research and analysis and develop relevant conclusions and reports
- Develop and support relationships with community, other government and partner organisations to promote the community sustainability of Balonne Shire
- Undertake capacity building activities with community organisations including providing support in the efforts of local organisations to secure funding
- Prepare reports for Council and other officers, and manage correspondence
- Deliver and assist in the delivery of key community events identified by Council
- Support the writing of submissions and grants for funding relating to community development
- Assist the Manager Community Services to develop annual budgets and work programs relating to community development programs and activities
- Ensure quality service delivery in cultural development, community development and event coordination
- Assist with management and support of cultural and community programs and events for Council including Regional Arts Development Fund (RADF), Balonne Shire Council Community Sponsorship, Donation and Grants program and Community Drought Support Program
- Perform other duties within your capabilities as directed

MANAGEMENT SYSTEMS RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council’s values
- Willingness and ability to advocate a positive and constructive organisational culture

Position Description – Multicultural & Community Development Officer

- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

MANAGEMENT RESPONSIBILITIES

Communication & Interpersonal

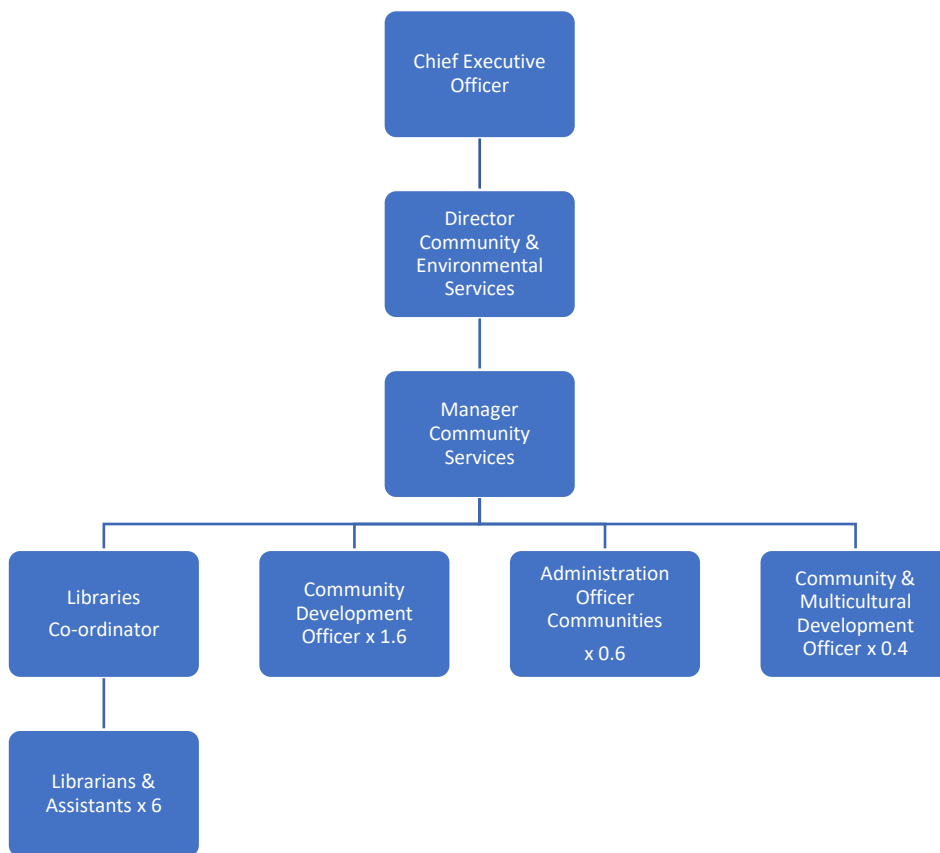
- Effectively communicate with different levels of the organisation and external stakeholders
- Apply both formal and informal communication strategies to suit the needs of the stakeholder
- Service delivery or interaction with the customer is focused on resolving immediate problems and mitigating the risk of potential problems
- Encourage continuous review of service culture and the implementation of policies and practices valued by customers
- Project and promote the image of Council as being efficient, courteous and customer focused by open, honest and timely communication with stakeholders
- Comply with Council's Code of Conduct
- Model high levels of professionalism
- Build positive relationships through the various level of Council, both politically and operationally

ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Manager Community Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Manager Community Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced
- Completion of digital timesheets on a daily basis

Position Description – Multicultural & Community Development Officer

ORGANISATIONAL STRUCTURE



Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Multicultural & Community Development Officer - Part Time Reference Number:

Applicant Details

Surname:

First name:

Postal Address:

Contact Number:

Alternate Number:

Email Address:

Summary of Work History

Current Employer:

Commenced: / /

Location:

Main Duties:

Previous Employer:

Commenced: / /

Location:

Concluded: / /

Main Duties:

Previous Employer:

Commenced: / /

Location:

Concluded: / /

Main Duties:

Application for Employment

Licences, Certificates and Qualifications

C – Car Other:

Experience

Have you ever performed in a supervisory role? Yes No

Estimated total length of experience:

- Less than 2 years
- Between 2 years and 5 years
- Between 5 years and 10 years
- More than 10 years

In which industry did you gain the majority of this experience?

- Rural Industry
- Mining Industry
- Road Construction / Maintenance
- Other Construction / Maintenance
- Combination of most of the above
- Other:

Application Questions

Do you require any special arrangements at an interview? Yes No

If yes, please provide details below: _____

Do you hold a current Queensland Driver's Licence? Yes, number: _____ No

What is your current residency status?

- Australian Citizen
- New Zealand Citizen
- Resident of Australia
- Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines? Yes No Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- Seek
- Facebook
- Other social media
- Other:
- Employee referral
- Newspaper
- Council website

Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

Reference No. 1

| | | |
|---------------|--|---|
| Name: | | Contact Number: |
| Organisation: | | Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Reference No. 2

| | | |
|---------------|--|---|
| Name: | | Contact Number: |
| Organisation: | | Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**? Yes No

Applicant's Name (Print): _____

Signature: _____

Date: ____/____/____

Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.