

## Appendix 1

# Stratford District Council

## Job Description

<b>Position:</b>	Community Development Officer	<b>Department:</b>	Community Services
<b>Date:</b>	December 2009	<b>Location:</b>	Stratford

<b>Functional Relationships</b>		
<i>External:</i>	<i>Internal:</i>	<i>Committees/Groups/ Professional Affiliations:</i>
Public Government Agencies (MSD, WINZ, OSC, MOJ, DIA) Taranaki District Health Board Police NZ Fire Service & Emergency Services Chamber of Commerce Stratford Business Assoc Maori Organisations Regional Social Agencies Funding Providers	Staff	Stratford Positive Ageing Group Stratford Health Trust Central & South Taranaki Social Services Group Road Safe Committee Central Taranaki Safe Community Trust Stratford Business Assoc

### **Community Services Department**

This department is to function as the Council's delivery arm for the social, economic and cultural well-beings. The department includes the Information Centre and Library as providers of information related services. The department also provides or advocates for social services on behalf of youth, senior citizens and everyone in-between. The department fosters economic and business growth within the District.

## Main Purpose of the Job

### 3. PRIMARY OBJECTIVES

- To help develop community initiatives in the social arena, promoting good relations and liaising with the community within the district.
- To assist with developing projects between Council and the community, enabling the community to participate in the achievement of economic, environmental, social and cultural outcomes.
- To support specific Council events that form part of the community relationship.
- To support Council funding programmes that form part of the community relationship.
- This is one of two community development positions that together provide the community development activity for Council.

## Organisational Context

### *Reports To:*

Community Services Manager

### *Working Under:*

Community Services Manager

### **This Position:**

Community Development Officer

### *Directly Supervising: Nil*

### *Working Alongside:*

Community Development Officer  
Promotions Officer  
Librarian  
Information Centre Manager

## Authority Limits

The Community Development Officer has no delegated authority to commit expenditure.

<b>KEY ACCOUNTABILITY AREAS (KAA)</b>	<b>KEY RESULT AREAS (KRA)</b>
<b><i>Community Initiatives</i></b>	
<p>To take a role (advisory or facilitator role) in the areas of, but not necessarily restricted to the following:</p> <ul style="list-style-type: none"> <li>• Aged Persons</li> <li>• Health and Social Services</li> <li>• Community Safety</li> </ul>	<p>Effective and co-ordinated community and agency support for aged people and their needs in conjunction with the National Positive Ageing Strategy through the establishment and maintenance of a Positive Ageing Group.</p> <p>Effective Support for Social Services including health and housing issues through the participation and facilitation of a Social Services network.</p> <p>Community Safety Groups are administered and facilitated in accordance with policies and procedures.</p> <p>Other projects are completed to the satisfaction of Council and other key stakeholders.</p>
<b><i>Project Development and Implementation</i></b>	
<ul style="list-style-type: none"> <li>• To liaise with project partners &amp; key stakeholders.</li> <li>• To develop concept and action plans.</li> <li>• To facilitate / mobilise people, funds and other required resources.</li> <li>• To oversee/manage project implementation.</li> <li>• To monitor and evaluate outcomes.</li> </ul>	<p>Assigned projects are completed to the satisfaction of Council and other key stakeholders and project objectives achieved.</p>
<b><i>Business Development</i></b>	
<ul style="list-style-type: none"> <li>• To provide professional administration support to the Stratford Business Association (SBA).</li> <li>• To co-ordinate promotional activities for the Stratford Business Association.</li> <li>• To liaise with Venture Taranaki Trust to co-ordinate regional programmes within the Stratford District.</li> </ul>	<p>Administration processes are completed to the satisfaction of SBA.</p> <p>Events are completed to the satisfaction of SBA within budget.</p> <p>Local business development opportunities are followed through with the regional provider.</p>

<b>KEY ACCOUNTABILITY AREAS (KAA)</b>	<b>KEY RESULT AREAS (KRA)</b>
<i>Council Administration</i>	
To provide professional, confidential and accurate word processing, minute taking support within Council and other related activities / committees.	Professional, confidential, accurate and timely administration service to the Council.
<i>Civil Defence</i>	
Undertake Civil Defence training and duties as required.	Civil Defence procedures and responsibilities clearly understood and Civil Defence duties effectively completed as/when required.
<i>Other</i>	
Any other duties that may be required from time to time.	All other duties are completed as required.

## **COMPETENCIES**

### 4. **Core Competencies**

- Customer Focus
- Team Contribution
- Adaptability
- Commitment to Excellence.
- Problem Solving/Decision Making
- Safety Performance

### **Specific Competencies**

- Passion for the People of Stratford
- Self Management Capability
- Strong Communication Skills
- Energetic and Creative
- Leadership Skills

### **Mental Competencies**

- High degree of people skills
- Ability to undertake and manage multiple tasks/projects
- Ability to undertake research and compile information
- Be persuasive and convincing both orally and in writing
- High degree of computer literacy

### **Physical Competencies**

- Normal eyesight and hearing
- General fitness at a level to be able to cope with the demands of the job
- Cardio-vascular fitness for age group
- Sustained ability to concentrate

### **KEY PERFORMANCE INDICATORS**

- Management Satisfaction
- Council Satisfaction
- Community Satisfaction
- Targeted Input into Council Plans
- Accidents/Incidents
- Complaints

### **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

- Management Satisfaction
- Council Satisfaction
- Community Satisfaction
- Targeted Input into Council Plans
- Accidents/Incidents
- Complaints

# Stratford District Council

## Person Specification

*Key: E = Essential; D = Desirable*

<b>Personal Focus</b>	
E	Demonstrated ability to embrace the goals and objectives of the entity and in being dedicated and self-motivated towards achieving them.
E	Demonstrated record of excellence in achievement.
E	Demonstrated capability to develop and implement innovative solutions.
E	Demonstrable ability to maintain focus and objectiveness and to continue to perform effectively in stressful situations.
E	Demonstrated record of participation and achievement in a team environment.
E	Demonstrated willingness to speak your own mind in discussion but also to follow and champion direction once given.
E	Demonstrated willingness to embrace the responsibilities and accountabilities that are inherent in the role.
<b>Customer Focus</b>	
E	At all times applies excellent customer service principles in dealing with internal and external customers and staff.
<b>Job Knowledge</b>	
E	Has knowledge of library methods, practices, procedures, children's books and literature.
D	Has a relevant qualification.
E	Has recent relevant experience in working with communities.
E	Has relevant computer skills. Is competent with current Microsoft Office suite programmes. Is competent with a wide range of electronic reference tools.
E	Has experience presenting evidence or information to committees and public groups.

<b>Organising for Quality Results</b>	
E	Demonstrates strong time management skills.
E	Undertakes sound research using sound methodologies.
E	Develops and implements innovative and cost-effective solutions.
D	Identifies and embraces opportunities for beneficial change.
D	Demonstrates a passion for seeking quality improvements within work processes.
<b>Teamwork</b>	
D	Leads teams by engendering support, provides motivation and has the knowledge to obtain the best from team members.
D	Motivates and lead a multi-disciplinary team.
E	Demonstrates an ability to work well in a team.
D	Champions beneficial change and constantly reinforces the merits to team members.
<b>Communication</b>	
E	Communicates clearly and concisely when seeking or providing information <i>eg. with senior management or public groups</i>
E	Has experience presenting evidence or information to committees and public groups.
E	Produces clearly written, well-formatted reports, which have clear recommendations for action.
E	Maintains confidentiality.
D	Has media experience.
E	Operates within the organisation in a non-discriminatory manner by respecting the rights of others.
E	Has an understanding of and is capable of empathising with the needs of others.
E	Demonstrates excellent listening and verbal communication skills
D	Manages diversity, and encourages and assists others in this.
D	Understands the Treaty of Waitangi and its implications for local authorities.

<b>Coaching and Development</b>	
D	Willingly embraces opportunities to undertake ongoing management development.
<b>Health</b>	
E	Has no previous or current medical conditions, which would affect the ability to effectively and efficiently perform the duties described in this job description.
<b>Circumstances</b>	
E	Is willing to work overtime and weekends should this be required.
<b>Testing and Verification</b>	
E	Can verify authenticity of qualifications.
E	Holds a current full driver's licence.