

Position Vacant

Job Title: **Community Development Officer**
Work type: Full time position
Department: Community Services
Pay range: \$90,000.00 per annum

About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services, aged care and child care provision. Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

About the Role

This role is residential and based in Aurukun.

The Community Development Officer at Aurukun Shire Council holds a crucial role in the implementation and coordination of the Aurukun Community Safety Plan, Sly Grog and Home Brew initiatives and Local Decision Making Body support.

This position requires a dedicated individual with a deep understanding of local government operations, community development framework, and the ability to engage effectively with internal and external stakeholders.

The primary purpose of this role is to drive initiatives that enhance the safety and well-being of the community, focusing on collaboration, resource mobilisation, and reporting obligations. This role will involve a combination of community engagement, program implementation, advocacy, and cultural competency development.

This role recognises and respects the significance of Aboriginal culture and seeks to empower the community by honouring their traditions, aspirations, and values throughout all aspects of community development and engagement.

Key Accountabilities

Planning support

- Assist with developing, facilitating and reporting on regional and place-based community planning.

Program implementation, Service delivery collaboration and coordination

- Oversee the design and delivery of community-based programs, including My Community Directory and the FareShare program.
- Execution of the Aurukun Community Safety Plan, Sly Grog and Home Brew initiatives.
- Monitor the progress of initiatives, evaluate their effectiveness, and propose necessary adjustments to maximise outcomes.

Community Engagement and Partnership building

- Establish and maintain effective working relationships with various internal and external stakeholders, including community members, Council staff, government agencies, local businesses, and community organisations.
- Support operations of the and My Community Directory and Local Inter-Agency group in collaboration with relevant stakeholders and community members
- Facilitate regular meetings, workshops, and forums to encourage exchange of ideas, gather feedback, and promote an evidenced based approach to community engagement and development initiatives (e.g. IAP2).
- Contribute to a culturally responsive and inclusive approach to achieving community safety and well-being.
- Collaborate with stakeholders to identify community needs and priorities, fostering an inclusive and participatory approach to community development.

Compliance, monitoring and reporting on program and best practice

- Maintain accurate records of project activities, budgets, and performance indicators, ensuring timely and accurate reporting to funding bodies and Council management.
- Identify and assist in developing funding opportunities from government agencies, philanthropic organisations, and other sources to support community initiatives.

Culturally aware advocacy and representation

- Implement effective strategies to raise awareness about community health and wellbeing and development initiatives, encouraging community involvement and ownership.
- Collaborate with internal Council teams, including the executive management, public relations, and community engagement departments, to ensure coordination and alignment of key messages and activities.
- Liaise with external agencies and organisations to foster partnerships, leverage resources, and promote best practices in community safety.

Selection Criteria

- Relevant tertiary qualifications in community development, social work, public administration, or a related field are highly desirable.
- Demonstrated accreditation or experience in IAP2 community engagement practices.
- Proven experience in community development, preferably within a local government or First Nations context.
- Demonstrated knowledge of community safety planning, including risk assessment, prevention strategies, and collaborative projects.
- Familiarity with the funding application and reporting processes, ideally within the local government or community sector.

- Demonstrated abilities in building and maintaining relationships across various sectors and experience in organising, promoting and conducting community events, functions and/or meetings.
- Strong interpersonal and communication skills, with the ability to engage and build relationships with diverse stakeholders, including First Nations communities.
- High-level organisational skills, with the ability to effectively prioritise tasks, manage competing deadlines, and deliver outcomes within set timeframes.
- Understanding of cultural complexities and values.
- Ability to thrive in a dynamic work environment and work as part of a team.

Benefits

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$90,000 per annum plus superannuation and allowances. Some overtime at penalty rates may be available
- Subsidised accommodation provided
- 5 weeks annual leave, 8 Days Isolation Leave per year
- 2 return flights per year to Cairns from Aurukun in accordance with Council policy
- Relocation expenses in accordance with Council policy
- Access to our Employee Assistance Program (EAP)

How to apply

To apply, email a copy of your current resume and cover letter addressing the selection criteria to hrmanager@aurukun.qld.gov.au

Applications close 4pm Wednesday 16 April 2025.

Shortlisting for this position will begin immediately and Council reserves the right to fill the role prior to the nominated closing date. Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the HR Manager on **0418 387 516** or email hrmanager@aurukun.qld.gov.au