

**CENTRAL LAND COUNCIL
JOB DESCRIPTION**

POSITION TITLE:	Community Development Officer
POSITION NUMBER:	CD002, CD006, CD007, CD010, CD011, CD012 and CD014
CLASSIFICATION LEVEL:	ASO 6
POSITION LOCATION:	27 Stuart Highway, Alice Springs
RESPONSIBLE TO:	Senior Community Development Officer
LAST REVIEWED:	September 2017

KEY FUNCTIONS

Responsible for working with team members in the application of the CLC's Community Development Framework, with particular emphasis on working with traditional owners and residents of communities that have resolved to apply for their income to development projects that achieve their social, cultural and economic objectives.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

Program Coordination

1. Identify and develop collaborative partnerships, funding arrangements and other initiatives appropriate to supporting the employment, and training aspirations of the CLC's constituents in conjunction with employers.
2. Work together with officers and senior staff of the Community Development (CD) unit to:
 - Implement the CLC's CD Framework 2016-2020 and a coordinated approach to sustainable community development as appropriate to the operations of the CLC, including providing feedback on the application of the CD Framework to ensure its effectiveness.
 - Brief CLC constituents and stakeholders about changing Australian Government policy frameworks, including changes relating to the application of monies from land use agreements.
3. Provide quality project and contracts management for CLC CD projects as needed including:
 - Use existing or negotiate with Aboriginal constituents to develop new project governance structures and support the development of their governance capacity;
 - Facilitate timely and accessible advice and regular transparent reporting on income status to each project governance structure;
 - Contextual to available income, use existing or conduct mapping to develop a profile on each region/community/outstation focusing on existing assets and strengths;
 - Facilitate processes that enable groups and their governance structures to identify and manage competing priorities and allocate their income to address immediate and longer-term issues/aspirations in order to generate broad and sustainable benefits;
 - Research, review and provide information to groups on their CD priorities and proposals developed by groups or potential partner organisations;
 - Develop partnerships and/or complementary funding arrangements with organisations with the capacity to assist with resources, expertise and project management;
 - Develop new funding resolutions and agreements, with input from CLC Legal team, monitor the implementation of and project partner compliance with funding agreements, and manage any performance issues; and
 - Develop and maintain relationships with government and non-government agencies working in the CLC region, particularly to ensure projects complement or augment government services not replace them.

4. Contribute to the application of the CLC CD units monitoring and evaluation strategy, including data collection, dissemination of feedback to stake holders and development and implementation of changes to improve the CD program.
5. Contribute to reporting and advocacy on the CLC CD program to all relevant stakeholders.
6. Undertake specific research and policy development tasks, such as submissions, reports and briefings for senior CD unit staff, as required.
7. Other duties that are safe, legal and logical while being within the limits of the employee's skill, competence and training consistent with the classification structure.

MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976;
- Northern Territory Aboriginal Sacred Sites Act;
- Native Title Act, 1993;
- CLC Corporate Plan;
- CLC Enterprise Agreement and Code of Conduct;
- CLC Risk Management Plan;
- Industrial Relations Legislation;
- Public Governance, Performance and Accountability Act 2013 (PGPA Act);
- Work Health & Safety Act (Cwth) 2011;
- Workers Compensation Legislation;
- Anti-Discrimination and Privacy Legislation; and
- CLC Policies and Procedures;

WORKING RELATIONSHIPS

- Reports to and receives direction from Senior Community Development Officer;
- Work collaboratively with all other staff of the Community Development Section in making positive contributions to the CLC's performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to ensure effective coordination with CLC policy development and achievement of organisation goals; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

SELECTION CRITERIA	CD002, CD006, CD007, CD010, CD011, CD012 and CD014
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ESSENTIAL

1. Tertiary qualifications in community development or other relevant field.
2. Minimum three years demonstrated professional experience applying community development methodologies, preferably with remote Aboriginal communities.
3. Demonstrated project management experience and initiative in project management, an ability to effectively set, address and review priorities in a dynamic working environment and respond to unforeseen challenges with limited supervision and a high level of personal responsibility.
4. Demonstrated financial management and administration skills including proficiency in Microsoft Excel.
5. Demonstrated sound knowledge of cultural, political, economic and social issues affecting Aboriginal people in the Northern Territory.
6. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.

7. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
8. Well-development research, analysis, evaluation and reporting skills.
9. Excellent oral, written and interpersonal skills, including the ability to operate effectively as part of a team.
10. Knowledge and understanding of the legal and policy context in which the CLC operates, including knowledge of the Aboriginal Land Rights Act (NT) 1976 and the Native Title Act (1993).
11. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.

DESIRABLE

1. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues.
2. Knowledge and experience of Aboriginal people in the Central Australian setting will be highly regarded.
3. Demonstrated experience in social enterprise development and fundraising.

APPROVED COPY

Signed:  Date 18/9/17

UNIT MANAGER

Signed:  Date 21/9/17

GENERAL MANAGER

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

This Job Description forms part of the Contract of Employment and reflects the position at present time only, and may be changed at management's discretion in the future.

 Employee Name (Please Print) Employee Signature Date