

Position Profile

Position Title: COMMUNITY DEVELOPMENT OFFICER
Reports to: Community Development Team Leader
Department: Community Planning & Development
Division: Community Development Unit
Location: Fitzherbert Street office
Grade: SP Grade 12

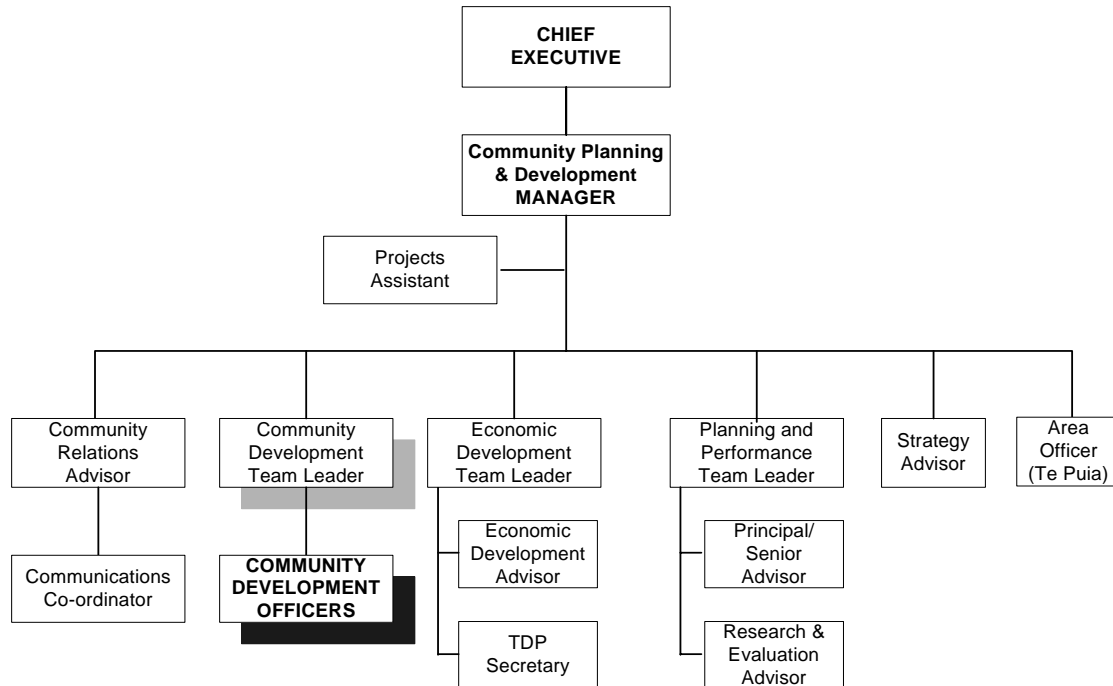
GDC's Mission

Our mission is "To lead and support the social, cultural, economic and environmental development of our communities – Mo te Tairāwhiti"

Our Vision is "First to see the light, first choice for lifestyle and people, enterprise and the environment – Ka mau te wehi"

The role of a local authority is defined in the Local Government Act 2002. It is to promote well-being in our communities now and into the future and to follow the principles set out in that Act in doing so. The Gisborne District Council (GDC) is a Unitary Authority required to carry out the functions of both a territorial authority and a regional council.

Organisation Chart



Community Outcomes

The Council is committed to achieving the eight key outcomes identified by our local community:

- Vibrant Tairāwhiti.
- Connected Tairāwhiti.
- Prosperous Tairāwhiti.
- Skilled and Educated Tairāwhiti.
- Safe Tairāwhiti.
- Healthy Tairāwhiti.
- Environmentally sustainable Tairāwhiti.
- Empowered Tairāwhiti.

GDC's Values: "People – Performance - Process!"

- Giving service.
- Solution focus.
- Innovation.
- Working together.
- Learning and improving.
- Can-do attitude.

GDC is committed to providing its staff with an environment that supports professional development and treats staff as people, not resources. Staff at GDC benefit from career development advice, an active social club and a number of corporate benefits.

Purpose of the Position

Role of Community Planning & Development Department

The role of the Community Planning & Development department is to support the Mayor, Councillors, Chief Executive and senior management team in achieving the high level objective of promoting and advancing community wellbeing (social, environmental, economic and cultural) throughout the Gisborne district. This is achieved through the delivery of its community planning function (e.g. the Ten Year Plan, Annual Plan, Community Outcomes), supporting policy and cross-portfolio strategy development, and being a conduit for the extension and coordination of Council's services into the community (i.e. Economic Development and Community Development).

Role of Community Development Unit

The Community Development Unit (CDU) has both an external and an internal focus. Externally, it provides advice, support, information, advocacy, facilitation and management services to the community/voluntary sector in the Gisborne region. Internally, it provides advice on community issues to the Chief Executive, Mayor, Councillors and other departments of Council.

The CDU is responsible for maintaining relationships with central government agencies including the Ministries of: Social Development, Justice, Health, Culture & Heritage, Sport & Recreation NZ, Creative NZ and others. It also relates to numerous non-governmental organisations including: Community Sector Taskforce, NZ Council of Social Service Organisations, Association of Non-Governmental Organisations of Aotearoa, The NZ Foundation of Voluntary Welfare Organisations and others.

Role of COMMUNITY DEVELOPMENT OFFICER

Reporting to the Community Development Team Leader, the principal purpose of this role is to support the Community Development team in the delivery of their programmes and community interactions with a particular emphasis on driving strategic planning and development in the areas of Recreation, Sport and Youth activities.

Primary Functions

1. Community Development

Support the Team Leader to ensure that the relevant community development strategies and policies are developed and implemented.

Access funding for and provide advice, support, information, advocacy, facilitation and services to the community/voluntary sector – including governance, management, administration, finance and event management – in response to community needs in the areas of social, cultural and economic well-being.

Deliver community liaison and extension of Council services into communities in a way that integrates and co-ordinates and is solution focussed.

2. Relationship Management

Develop and maintain effective relations with key stakeholders in the community who contribute to delivering community outcomes.

Be a trusted partner of central Government and other funders.

Develop and maintain effective cross-department relationships within Council for joint work and programme delivery.

Respond to public requests and concerns appropriately and maintain ongoing communications with the Community Development Team leader, other managers, Mayor, Councillors and key stakeholders.

Assist other Council staff developing strategies to ensure community development needs are taken into account (where relevant and as directed).

3. Multi-Agency Collaboration and Planning

Establish and/or maintain networks around issues of common interest to:

- bring parties together and facilitating a process to develop solutions using community development approaches.
- improved relationships and communication between Government, non-Government organisations and community groupings
- assist groups to access information that impacts on their operation
- represent Gisborne District Council on related regional groups and steering committees.

4. Teamwork/Corporate Responsibility

Actively participate in team wide initiatives

Contribute to department and organisational planning.

Competencies

Academic / Professional

Essential:

- Professional qualification in a related or complementary discipline
- Ability to research and present an objective case
- Ability to manage contracts and to monitor and evaluate programmes.

Desirable:

- An understanding of the local government sector
- Tertiary level qualification.

Skills / Knowledge

Essential:

- Good communication skills
- Public relations skills
- Planning and implementation skills
- Organisational and management skills
- An understanding of cultural matters and an empathy with a broad cross-section of the community
- Ability to work objectively with people in a sensitive and caring manner.

Desirable:

- Group work skills
- Contract management skills.

Work Experience

Essential:

- Demonstrated experience working with Māori and Youth

Desirable:

- Demonstrable experience of working in a community or social development capacity in the broadest sense.

Personal Attributes

- Cultural sensitivity: Is well versed in working with diverse cultures, especially Māori and young people.
- Analytical: Can objectively and accurately assess the needs for improvement.
- Organisation & Leadership: Forms strong positive relationships with stakeholders and staff, can manage well under pressure, displays leadership qualities and has good organisational skills.
- Teamwork: Has the ability to work independently and within a team environment.
- Commitment: Demonstrates commitment to contributing as part of a 24/7 team operation.
- Accuracy: Demonstrates thorough attitude and attention to detail in ensuring that recommendations and information supplied for other parties is well supported and logically reasoned and free from errors. Reports/activities or other agreed deliverables are carried out on time and within budget.
- Customer Service Ethic: Commitment to provision of high quality customer service to internal and external customers.

Supporting Organisational Values

All GDC staff are expected to endorse and support the Council's Mission, Vision and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.

Additional Responsibilities

The job holder is expected to contribute to maintaining a safe working environment, reporting incidents and accidents as they occur and assisting with hazard identification. Furthermore, the job holder must participate in civil defence emergency management training initiatives upon request and assist with any civil defence emergencies as required.

Hours of Work

Normal office hours, plus attendance at training opportunities as arranged with the Community Development Co-ordinator together with such other times as may be reasonably necessary to fulfil the responsibilities of the position.

Relationships

External:

- Community groups in the Gisborne region
- Government agencies
- Non-Government Organisations
- Iwi/Maori groups.

Internal:

- Community Planning & Development team
- Other departments of council as required.

Approval / Sign-off

Position Holder:

.....
(name)

.....
(signed)

.....
(date)

Controlling Officer:

.....
(name)

.....
(signed)

.....
(date)

March 2010

(15-Mar-10)

Job Expectation

COMMUNITY DEVELOPMENT OFFICER

Primary Functions and Related Deliverables

Community Development

- Strategies and policies are developed to a high standard and reflect a thorough understanding of issues and matters relevant to the matter being addressed.
- Funding sources are actively pursued and grants gained to support community related initiatives.
- Community/voluntary groups are assisted to understand processes involved and the actions they can take.
- Community/voluntary sector are supported through the provision of high written and verbal advice, support and information.
- Statistical information, published research, appropriate guidelines and papers are accessed and provided to Council and community.
- Community/voluntary sector groups are support groups through the advocacy process.
- Relevant events are promoted and pursued as directed by the Team Leader or Department Manager.

Relationship Management

- Relationships with SPARC, Sport Tairāwhiti Gisborne and the Tairāwhiti Youth Council are proactive, positive and well maintained.
- Relationships with local sports groups, clubs and schools are developed and maintained.
- Relationships with key internal staff are positive and well maintained.
- There are positive and active relationships with iwi/Māori.

Multiagency collaboration and planning

- Multi-agency collaboration and planning is effective as demonstrated by:
 - Organising and/or leading workshops / seminars / training events
 - Bringing groups with common issues and focus together to develop solutions.
- Knowledge of community networks across the range of services and disciplines are maintained.
- Organisations are assisted to run events.

Teamwork/Corporate Responsibility

- The Team Leader and Community Planning & Development Manager are supported in their work and decision making processes through the provision of timely and high quality advice.
- Projects are well planned and delivered and fulfil administration and reporting requirements.
- Department and organisational planning is supported through active participation at meetings and in sustaining inter-personal relationships.
- Assistance to colleagues, particularly relating to large scale events and initiatives is forthcoming and there is active participation and contribution to corporate projects and inter-departmental initiatives as agreed.

Council's Expected Behaviours

1. I consider the customer in everything I do

I am fully effective when I :

- Listen to, seek to understand and take ownership of customer issues
- Offer prompt, courteous and informative responses to the customer.

2. I always look for how I can make things happen

I am fully effective when I :

- Am open minded
- Consider whether there are potential solutions
- Pursue alternate courses of action
- Facilitate the involvement of another part of Council when it is best placed to provide a whole of Council response.
- Offer solutions that bring multiple benefits.

3. I look for better ways of doing things

I am fully effective when I :

- Consider whether existing practices provide the best outcome
- Develop and implement ideas that provide improvements

4. I set goals and achieve them

I am fully effective when I -

- Set goals that are relevant to the team and the organisation
- Seek assistance / guidance
- Achieve these goals

5. I will earn trust by doing what I say I will do

I am fully effective when I -

- Meet agreed deliverables.
- Involve others when necessary and trust them to get the job done
- Provide direction and support as appropriate to the role
- Manage conflicting priorities and keep everyone informed.

6. I show integrity and speak the truth with compassion and respect for others

I am fully effective when I -

- Do what is right rather than what is convenient
- Raise issues in an appropriate context, in an appropriate manner, time and place
- Provide and receive feedback in an open, honest and respectful manner
- Behaviour is consistent with the practices, policies and values of the organisation.

7. I involve others in decisions affecting them

I am fully effective when I -

- Ensure decisions are made at the right level
- Identify key stakeholders and involve them in decisions that may affect them
- Consider other views and communicate reasons for final decisions
- Involve others in a timely manner appropriate to the task.

8. I represent GDC positively

I am fully effective when I -

- Represent Council's politicians and management in a positive and constructive manner when in public or with colleagues through what I do and say
- Support consensus decisions at a political and corporate level
- Contribute to the corporate life of the organisation.

9. I am active in making work enjoyable and celebrate success

I am fully effective when I -

- Participate in workplace celebrations
- Notice when something should be celebrated
- Come up with ways of making work more enjoyable.