



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>COMMUNITY DEVELOPMENT FACILITY COORDINATOR</b>
<b>WORKPLACE AGREEMENT:</b>	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT 2013-2015 (as amended or replaced)
<b>CLASSIFICATION:</b>	As5
<b>DEPARTMENT / DIVISION:</b>	<b>COMMUNITY DEVELOPMENT / LIBRARIES AND COMMUNITY CENTRES</b>
<b>POLICE CLEARANCE:</b>	REQUIRED
<b>REPORTS TO:</b>	TEAM LEADER COMMUNITY LEARNING NORTH/SOUTH
<b>DIRECT REPORTS:</b>	0
<b>POSITION NUMBER:</b>	<b>001157</b>

<b>POSITION OBJECTIVES:</b>	<p>The Community Development Facility Coordinator is responsible for managing the Centre's operations including but not limited to:</p> <ul style="list-style-type: none"> <li>• In collaboration with the tenants, Advisory Group and Management Committee, promote and develop the current and potential activities of the Para Hills Community Hub to encourage and foster engagement with community participants.</li> <li>• Coordinating the day-to-day activities, service delivery and workflow in accordance with the Council's Strategic Objectives and Centre's strategic plan.</li> <li>• Maintain and facilitate effective relationships with key stakeholders and investigate opportunities for collaboration and partnerships.</li> <li>• Providing leadership, strategic advice and direction to the Management Committee in the development and implementation of innovative and effective responses to changing Community needs.</li> <li>• Leading and developing staff and volunteers and acting as the primary contact point and liaison with local providers and agencies.</li> <li>• Ensuring contemporary best practice standards are implemented and maintained by the Management Committee to ensure compliance with constitutional responsibilities, State and Federal legislation, Council/Centre partnership agreement obligations and the appropriate use of resources, facilities/assets and finances.</li> <li>• Working in accordance with the values, policies and procedures of both the Centre and Council and provide a positive contribution to the Community Capacity and Learning Division's Strategic Plan, and Council's Strategic Objectives.</li> <li>• Deliver programs and program development within a</li> </ul>
-----------------------------	---

	<p>community service framework.</p> <ul style="list-style-type: none"> <li>• Implement the obligations of Council detailed in the Collaboration Agreement in conjunction with Centre Associations and their Boards.</li> </ul>
<p><b>VALUES AND BEHAVIOURS:</b></p>	<p>The commitment required of this position is in accordance with the Leadership Brand Principles and Expectations. These behavioural expectations support the City of Salisbury values:</p> <ul style="list-style-type: none"> <li>• By being <b>empathetic</b>; listening to, and understanding their customers and employees.</li> <li>• By <b>empowering</b> their staff and the community to be involved, to speak up, make decisions and deliver key outcomes.</li> <li>• Through <b>innovation</b>; seizing opportunities, thinking and acting progressively, taking calculated risks and making positive changes.</li> <li>• Through <b>achievement</b>; setting goals for themselves and with team members, always striving to meet these goals and celebrating the successful outcomes.</li> <li>• By recognising <b>diversity</b>, adapting their style and service delivery to always meet the diverse needs of their employees, customers and the community in which they work.</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<p><b>Operational management including budgets and resource planning</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with the Management Committee to ensure strategic objectives are met, as outlined in relevant service agreements and Council’s strategic plans.</li> <li>• Work with the Management Committee to develop annual business plans to meet identified and planned objectives.</li> <li>• Ensure submissions and tenders for funding are regularly identified, researched and prepared and accurate statistical and financial records are maintained to meet funding bodies’ requirements.</li> <li>• Prepare written reports as required including for strategic partners and program funding bodies.</li> <li>• Collaborate with the Centre’s Treasurer in the production and maintenance of financial records and reports.</li> <li>• Manage Centre based staff, volunteers, students and other placements in line with Centre and Council policies and procedures, and in the case of volunteers, with Council’s Volunteer Development Officer.</li> <li>• Ensure the maintenance of accurate and appropriate records on programs performance stats, WHS and other requirements.</li> <li>• Assist the Team Leader Community Learning North and South in preparation of reports to Council.</li> <li>• Ensure the development, implementation and review of Centre based policies and procedures, reflect the practices of Council and best practice.</li> <li>• Ensure that promotion and marketing of the Centre and its activities reflects the City of Salisbury’s corporate style guide requirements and are in accordance with Council media protocols.</li> <li>• Contribute to organisational reviews, initiatives and the development of practice standards/modules of service delivery relevant to the Centre.</li> </ul> <p><b>Leadership and Teamwork</b></p> <ul style="list-style-type: none"> <li>• Work across the Council Centres and Libraries in a key theme (E.G multicultural, Information technology STEM, Children, workers in transition, adult literacy) to develop programmes delivered across each facility.</li> </ul>

- Develop and maintain productive working relationships with the Management Committee, volunteers, and key Council staff.
- Ensure that Committee members clearly understand their roles and responsibilities, and relevant policies and procedures are established, implemented and reviewed regularly.
- Contribute to effective communication and cooperation between Centre Management Committees across the City.
- Ensure the Centre meets the requirements of the partnership agreement between the Centre and the City of Salisbury.
- Provide leadership, direction, supervision, support and professional development to Centre staff and volunteers.
- Work closely with the Team Leader Information, Access and Community Programs including ensuring Council is informed of key issues associated with the Centre.
- Contribute to a team approach within the broader community centres' team and the division by demonstrating, modelling and promoting a sharing and supportive team environment.
- Assist in the identification and implementation of regional team and divisional wide projects.
- Ensure front line community centre services respond to Community needs.

### **Service Delivery**

- Establish strong connections with local groups, networks and community members to strengthen and promote the knowledge, skills and capacity of the local community.
- Maintain ongoing, effective communication and engagement with Council and the wider community to monitor changing needs, identify service delivery gaps, and initiate program delivery responses both locally and regionally where appropriate.
- Coordinate, promote and participate in activities which encourage a range of people from the community to identify with, and participate in, the Centre.
- Encourage flexibility in programming to ensure programs and services are delivered within a community development framework, including resident and customer input.
- Ensure program planning is aligned with the broader community centres' team and the City of Salisbury's Community Capacity and Learning Division.
- Develop and coordinate a strategic schedule of high quality programs and activities to support learning, lifestyle and leisure; that supports improved social and economic outcomes in response to local community needs.
- Ensure the Community Hub is well utilised by monitoring programs, activities and services and evaluate their effectiveness in delivering desired outcomes.
- Undertake learning and professional development activities to ensure currency of knowledge and awareness of contemporary practice frameworks and principles as required. ie Results Based Accountability (RBA).

### **Facility Coordination**

- Ensure facilities coordination is undertaken with Property and Buildings and in accordance with their contractual arrangements services, protocols and systems.
- Liaise with groups interested in making a booking, provide information about fees and charges, and where required, show prospective customers the function spaces available.
- Process and confirm room booking requests with internal and

	<p>external customers.</p> <ul style="list-style-type: none"> <li>• Ensure the availability of equipment including laptops, projectors, microphones, lecterns, display boards etc. for relevant meeting rooms to meet booking requirements.</li> <li>• Liaise with users and event organisers on the day of meetings/events to ensure all seating/equipment requirements booked are met.</li> <li>• Conduct pre-event inductions with users and event organisers</li> <li>• Ensure meeting rooms are in good order and fully operational at all times.</li> <li>• Collect and record cash takings from facility program services in line with Cash Handling Protocol.</li> <li>• Coordinate ad-hoc required cleaning of community areas and liaise with Council's Facilities Management section to arrange for community venue repairs and regular maintenance checks.</li> <li>• Manage storage space and equipment within the community venue.</li> <li>• Ensuring the venue is safe for community use at all times reporting any infrastructure maintenance needs or defects in line with Council procedures and processes.</li> </ul>
<p><b>WHS RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Observe and comply with all health and safety policies and procedures within the City of Salisbury and the Community Centre, including all safe operating procedures or instructions.</li> <li>• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.</li> <li>• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.</li> <li>• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.</li> <li>• Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy.</li> <li>• Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>
<p><b>GENERAL RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>• To manage all Corporate Records in accordance with required procedures.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<p><b>ESSENTIAL SELECTION CRITERIA:</b></p>	<p><b>Specialised Skills</b></p> <ul style="list-style-type: none"> <li>• Proven experience in the promotion and coordination of multipurpose facilities, equipment, systems, processes and technology to ensure effective management of physical space, infrastructure, safety, operations and event programming.</li> <li>• High level oral and written communication skills including report writing for a variety of audiences.</li> <li>• Proven experience in the conduct of community development, community centres and events research, including the assessment of demand/need, development of programming and planning to address current and emerging service gaps.</li> <li>• Proven experience in the identification and implementation of continuous improvement and innovation initiatives to improve business systems and outcomes.</li> <li>• High level of administrative, organisational, time management</li> </ul>

	<p>and planning skills to meet the needs of the competing priorities.</p> <ul style="list-style-type: none"> <li>• Demonstrated success in applying for, managing and acquitting funding.</li> <li>• Administration/bookkeeping skills.</li> <li>• Paid and volunteer staff performance management.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Principles and practices of community development.</li> <li>• Social, economic and educational needs of disadvantaged communities.</li> <li>• Workplace Health and Safety legislation and practices.</li> <li>• An understanding of language, literacy and numeracy as it applies to the adult education sector.</li> </ul> <p><b>Experience and/or Qualifications</b></p> <ul style="list-style-type: none"> <li>• Significant experience in the implement and coordination of systems to ensure effective financial administration, cash handling and reconciliation.</li> <li>• Previous experience working in a similar role in local government is desirable.</li> <li>• Demonstrated ability to maintain and further develop relationships to facilitate future delivery of events and programs as required within the City of Salisbury.</li> <li>• An appropriate tertiary qualifications in Community Development, Community Services or similar.</li> <li>• Experience in ESL (English as a Second Language) and LLN (Language, Literacy and Numeracy).</li> <li>• Proven experience working with disadvantaged members of the community and people from diverse cultural backgrounds.</li> <li>• Proven experience in working with volunteers and community groups in community development activities.</li> <li>• Current drivers licence and willingness to drive.</li> </ul>
<p><b>DESIRABLE SELECTION CRITERIA:</b></p>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Understanding of continuous improvement practices as they apply to community centres.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Adult education principles.</li> <li>• Contemporary volunteer management practices.</li> <li>• EEO principles and practices.</li> <li>• Results Based Accountability.</li> </ul> <p><b>Experience and/or Qualifications</b></p> <ul style="list-style-type: none"> <li>• Local Government experience an advantage.</li> <li>• Previous experience working in a similar role in local government is desirable.</li> <li>• First Aid.</li> </ul>
<p><b>SPECIAL CONDITIONS:</b></p>	<ul style="list-style-type: none"> <li>• Some out of hours work will be required.</li> <li>• Certificate IV in Training and Assessment (TAE).</li> <li>• A National Police Check will be required.</li> <li>• DCSI Screening will be required.</li> <li>• Fulfil all requirements set out within the Policy for Protecting Children and other Vulnerable People including (where applicable) reporting any signs of abuse or neglect to the Department for Family and Communities.</li> <li>• As an Authorised officer, fulfil all requirements set out in the following legislation:</li> <li>• Section 260.1 of the Local Government Act 1999 – C.D.F.G and I. Community Centre Facilities Grounds and Car Parks.</li> </ul>
<p><b>EXTENT OF AUTHORITY:</b></p>	<ul style="list-style-type: none"> <li>• As directed by the Coordinator Community Centre Programs.</li> <li>• Responsible for purchasing goods and services in accordance</li> </ul>

	with purchasing guidelines and delegated financial limits.
--	--

<b>AGREEMENT:</b>		
-------------------	--	--

<b>GENERAL MANAGER NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
------------------------------	-------------------	--------------

--	--	--

<b>MANAGER PEOPLE &amp; CULTURE:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
--------------------------------------	-------------------	--------------

--	--	--

This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.

<b>POSITION INCUMBANT NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
---------------------------------	-------------------	--------------

--	--	--