

### COMMUNITY CONNECTOR

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| <b>Award Classification</b> | Victorian Local Authorities Award 2001 – Band 5 |
| <b>Directorate</b>          | Community & Planning                            |
| <b>Reports to</b>           | Manager Community Wellbeing                     |
| <b>Supervises</b>           | Volunteers as required                          |
| <b>Approved By</b>          | Director Community & Planning, June 2020        |

### OUR GUIDING PRINCIPLES

Strathbogieshire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

### POSITION OBJECTIVES

- To establish a single point of contact for the Strathbogieshire community who may require assistance during COVID 19
- Isolated and vulnerable people receive the support and resources they need to be healthy and well during COVID 19 response and recovery
- New social connections are developed for isolated and vulnerable people in their local community
- Community and volunteer relationships are strengthened to deliver support to isolated and vulnerable people

### KEY RESPONSIBILITIES AND DUTIES

- Establish Local LGA Governance group
- Perform the Community Connector Function as outlined in the Community Activation and Social Isolation Initiative Document
- Build networks of local community organisations and volunteers to establish a local support network (LSN) and ensure all understand and agree to their responsibilities in the program
- Develop procedures and templates to meet all governance, legislative, record keeping and reporting requirements for the program.
- Undertake progress reporting to the Department as required
- Develop a list of Community and volunteer groups and resources that can support people during the Covid 19 pandemic
- Develop promotional material and information for community and agencies regarding the Community Connector program.
- Other duties within incumbent’s skillset as directed or required by the Supervisor/Manager

### OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

### RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives.

### JUDGEMENT AND DECISION MAKING

- The objectives of the work are usually well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Guidance and advice is usually available within time to make a choice.

### SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of the long term goals of the unit in which they work and an appreciation of the long term goals of the wider organisation.
- Understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.

### MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work.
- Understanding and an ability to implement basic personnel policies and practices including those related to equal opportunity, occupational health and safety and employees training and development.

### INTERPERSONAL SKILLS

- Ability to write reports and to prepare external correspondence.
- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Ability to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

### QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Community Services, Social Work or relevant field with some experience or lesser formal qualifications and substantial relevant experience

### KEY SELECTION CRITERIA

#### *Essential*

- Tertiary qualifications in Community Services, Social Work or relevant field with some experience or lesser formal qualifications and substantial relevant experience
- Ability to build relationships with individuals, community groups and services/agencies
- Demonstrated experience in Community Engagement and Community Development
- Demonstrated experience developing procedures and templates to ensure legislative requirements are met
- Demonstrated experience using Microsoft suite and other relevant computer programs to develop promotional material
- Previous experience working successfully with volunteers

#### *Desirable*

- Previous experience in Local Government

### TERMS AND CONDITIONS OF EMPLOYMENT

The Community Connector position is classified as a Band 5 within the Strathbogrie Shire Council Enterprise Agreement 2019. The salary range for this position is within Band 5 plus 9.5% superannuation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogrie Shire Council Enterprise Agreement 2019.

### SIGNATURES

#### EMPLOYEE

Name:

Signed:

Date:

#### DIRECTOR COMMUNITY & PLANNING

Name:

Signed:

Date: