

# Applicant Information Pack

Position: Community Development Coordinator  
Date: October 2024

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## Application Form – Community Development Coordinator

<b>Surname</b>	<b>Given Names</b>
<b>Address</b>	
<b>Email</b>	<b>Preferred Phone</b>
<b>Working Rights</b>	
Australian Resident Y or N	VISA Expiry Date: VISA Number:
<b>Referees</b> <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
<b>Application Checklist</b>	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
<b>Declaration by Applicant</b> <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
_____ Signature	_____ Print Name
_____ Date	

# Pre-Employment Health Disclosure Form

Community Development Coordinator

October 2024

## Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

## Position Risks

The below risks have been identified for the above mentioned role.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Use of visual display unit (IPad and Laptop) | <input checked="" type="checkbox"/> Repetitive use of mouse/keyboard          |
| <input checked="" type="checkbox"/> Working under pressure                       | <input checked="" type="checkbox"/> Sitting for extended period (1.5 + hours) |
| <input type="checkbox"/> Standing for extended period (1.5 + hours)              | <input type="checkbox"/> Driving  |
| <input checked="" type="checkbox"/> Lifting less than 20kg                       | <input type="checkbox"/> Lifting 20-35kg                                      |
| <input type="checkbox"/> Lifting more than 35kg                                  | <input type="checkbox"/> Climbing ladders                                     |
| <input type="checkbox"/> Working at heights (greater than 2 metres)              | <input type="checkbox"/> Sun exposure   |
| <input type="checkbox"/> Dust exposure   | <input type="checkbox"/> Noise exposure                                       |
| <input type="checkbox"/> Walking uneven surfaces                                 |   |

## Disclosure

<b>Print Name</b>	
<b>Date Completed</b>	

<b>Item</b>	<b>Date</b>	<b>Details</b> <i>(Name injury/illness/medication, impact, treatment)</i>
<b>Illnesses</b> <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

<p><b>Injuries</b>  <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i></p>		
<p><b>Current Medications</b>  <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i></p>		
<p><b>Past Workers Compensation</b>  <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i></p>		

Note: add additional pages to this if required.

**Declaration and Authorisation**

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

<p><b>Print Name</b></p>	
<p><b>Signature</b></p>	

## Position Description

### Community Development Coordinator

Local Government Modern Award Band 5

Governance

Triabunna – October 2024

#### OUR VISION

We want Glamorgan Spring Bay to be:

**Prosperous, vibrant and inclusive. A place where people want to live, work and visit.**

#### POSITION OBJECTIVE

This exciting role will be responsible for the development and delivery of projects, programs and events to promote and build resilient and engaged communities in Glamorgan Spring Bay.

#### PRIMARY DUTIES

1. Develop, implement and maintain Council's Community Development annual plan, to ensure alignment with and delivery of Council's strategic plan, reporting to Council as requested on progress.
2. Oversee Council's marketing, media liaison, internal and external communications, and brand management.
3. Identify and develop opportunities for Arts and Culture programs and community events across Glamorgan Spring Bay Council area with stakeholders and in accordance with approved strategies and programs.
4. Identify, upskill and celebrate volunteers across the Glamorgan Spring Bay Council area.
5. Support the coordination and facilitation of Council's Section 24 Committees.
6. Oversee the community small grants program and policy and assist in the preparation of grant applications for programs, services and community events undertaking research as required.
7. Develop relationships and collaborate with local community and local stakeholders to identify community needs and facilitate activities that promote community participation.
8. Implement and monitor community development programs, services and events to support community arts, culture and heritage, and welfare and sports/recreation services.
9. Undertake project planning, consultation, analysis, implementation and evaluation of a range of community development and wellbeing projects.

#### LEVEL OF RESPONSIBILITY

The Coordinator Community Development is to:

- Expected to build and maintain effective working relationships with internal and external stakeholders.
- Expected to operate with significant autonomy and initiative when undertaking day-to-day activities to effectively determine priorities, exercise reasonable judgement and identify the best approach within established systems and processes, ensuring adherence to employment frameworks.
- Supervise the Community and Communications Officer

## **ORGANISATIONAL RELATIONSHIPS**

Reporting directly to the General Manager, this position will work as a key advisor to the leadership group to support them in leading and community development activities.

Other key relationships include liaison with the Recovery Coordinator and Deputy Recovery Coordinators for Emergency Management.-

## **SELECTION CRITERIA**

1. Previous experience in social services sector and local government, ideally in community development, coupled with a Qualification in community development related field.
2. Demonstrated understanding of Community Development and engagement principles.
3. Demonstrated experience in engaging and partnering with community to design and deliver community development programs and initiatives.
4. Proven capacity to provide strategic advice to community and Council staff, ensuring the successful delivery of service agreements and alignment with organisational goals.
5. Highly developed communication skills including group facilitation, interpersonal, report writing, presentation and negotiation skills.
6. Experience in writing, developing, and acquitting funding submissions

## **ESSENTIAL REQUIREMENTS**

- A qualification in a relevant discipline, with at least five+ (5) years in a similar role or significant industry experience.
- A current driver's licence and commitment to maintaining this.
- A current Working with Vulnerable People Registration

## **ALL STAFF RESPONSIBILITIES**

- Ensure that safety and risk is considered and practiced in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policies and procedures which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role

# Recruitment and Selection Information

October 2024

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The role is offered on an ongoing basis. The position would be full-time basis.

Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally people have up to 14 days to consider an offer made.

Recruitment processes can take anywhere between two to twelve weeks to carry out depending on the components involve, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.

Applications will be reviewed on a weekly basis in support of an appointment commencing as soon as possible. The advertisement will remain live until such time an appointment has been made.