Position Description

Position Title	Community Development Funding Officer
Directorate	Community Strengthening
Department/Business Unit	Safe Active & Connected Communities
Team	Community Partnerships & Volunteers
Classification	Band 6
Date	July 2024

Reports to:	Team leader Community Partnerships and Volunteers
Supervises:	N/A
Internal Liaison:	Management group, Mayor and Councillors, all business units
External Liaison:	Community organisations, Service agencies, Government departments, Business groups, Local, Regional and State professional networks, Neighbouring Councils, Service networks

Position Objectives

Your primary purpose in this position is to:

- To successfully facilitate and deliver Council's Community Funding Program and manage relationships with grant recipients and stakeholders:
  - engaging with and building capacity of Community organisations and services to secure funding for and implement projects that benefit the community; and
  - planning, implementing, and facilitating activities and programs that build capacity and inclusion to enhance the health and wellbeing of the Community.

Key Selection Criteria

You need these essential qualifications (or equivalent relevant experience), knowledge and skills to carry out this position:

Essential

- Degree qualification in Social Science, Community Development, Public or Social Policy or equivalent with some relevant experience or lesser formal qualifications with substantial relevant experience. Relevant skills, knowledge, and experience in relation to these options should include:
  - Demonstrated understanding of Community Grants programs, processes, and administration tools.
  - Demonstrated experience in developing and implementing innovative programs in response to identified Community needs or strengths.
  - Sophisticated understanding of Community Capacity Building principles specifically in relation to empowerment and development of connected and resilient communities.
- Project Management skills and experience in the planning, delivery and evaluation of projects, events and/or community campaigns, including aptitude for online project management tools.
- Demonstrated experience managing community funding schemes including administration, planning and delivery and review, within budget and timeframes and maintaining high standards of governance and probity.
- Demonstrated ability to engage, mentor, train stakeholders in the development and delivery of grant applications and innovative, creative change solutions to resolve issues with a strategic focus.
- An understanding of the social, political, and legal frameworks in which Local Government operates, incorporating political acumen to deal with sensitive internal and broader community issues.
- Highly developed interpersonal, communication, advocacy, and teamwork skills with a proven ability to establish and maintain effective networks and positive professional relationships.
- Demonstrated intermediate to advanced computer skills, including sound knowledge of the suite of Microsoft office products.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

☒ satisfactory (and ongoing) Working with Children's Check
☒ satisfactory (and ongoing) Police Check
☒ current valid (and ongoing) Victorian Driver's Licence.

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Facilitate and support the delivery of Council's Community Funding Program	• Manage a range of administrative processes and systems for community funding schemes. • Plan and implement funding rounds and activities within agreed timeframes. • Ensure delivery of community funding program within budget. • Facilitate and support delivery of transparent and objective assessment processes. • Maintain high standards of governance and probity in the Community Funding Program. • Deliver ad-hoc projects that enhance the effectiveness of Council's funding programs as directed.
Manage relationships with grant recipients	• Maintain and document appropriate correspondence with community organisations and grant recipients. • Monitor grant recipient project implementation and provide mentoring and support as required. • Identify learning and promote success stories from grant projects.
Community Engagement and Capacity Building	• Develop grant promotion and awareness raising materials. • Develop and deliver training and capacity building activities for community organisations and services. • Provide advice and support for community organisations in the development of grant applications. • Mentor partner organisations in development of business plans and strategies. • Contribute to best practice learning from programs.
Planning and strategy development	• In conjunction with the Team Leader Community Partnerships and Volunteers, proactively research and provide input into the development of policy and plans as required. • Contribute to quality improvement reviews and upgrades of the Community Funding Program. • Provide well-researched funding and philanthropic advice.
Stakeholder communication and network development	• Develop and maintain positive, active external stakeholder relationships with key community networks, groups and organisations. • Develop and support positive, collaborative internal stakeholder relationships within Council. • Develop and deliver innovative activities and programs that develop and strengthen mutually beneficial networks between corporate and not-for-profit sectors.
Collective Impact Project Support	• Work in partnership with community organisations and services to develop, implement, monitor, evaluate and acquit projects that support enhanced services and deliver sustainable outcomes to address priority issues identified by Council. • Provide secretariat support and actively participate in coordination and network meetings as appropriate, which may include preparing agendas, reports, and minutes. • Engage new and existing services as potential partners working to address identified priority needs. • Promote an integrated-learning and evidence-based approach when working with project partners.

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required.
Child Safety	• Understand obligations and act in an appropriate manner with and around children • Promote positive work practices with children • Establish boundaries around acceptable and unacceptable behaviour in relation to children • Adhere to reporting obligations where there is suspected or discovered child abuse.
Climate Change & Sustainability	• Help support Council's response to the climate emergency by helping facilitate a whole -of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	• Remain mindful of the requirements of the Victorian Charter of Human Rights at all times • Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. • Perform other duties as directed within the limits of acquired skills, knowledge, and training. • At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees. • At all times, comply with Council's Code of Conduct - Staff.

Diversity, inclusion and equity	• Demonstrate an understanding of and the ability to work with, diversity in the workplace, including:
	  o zero tolerance of racism and expectations that staff will act on incidents of racism
	  o supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.

Gender Equality	• Support Councils response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner.

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – *ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor*		☐	☐	☒	☐
Team based work – *works in a team of people and not exposed to isolation*		☐	☐	☐	☒
Communicating with others – Verbally		☐	☐	☐	☒
Communicating with others - Written		☐	☐	☐	☒
Focused Attention to task – *high levels of attention required to minimise errors and ensure accuracy*		☐	☐	☐	☒
Concentrating – *high levels of concentration required while completing required tasks*		☐	☐	☐	☒
Planning and sequencing tasks and activities		☐	☐	☐	☒
Decision making – *required to exercise sound decision making while completing all aspects of the position*		☒	☐	☐	☒
Problem solving *– requirement to develop sound solutions to novel or unusual problems arising during the course of the day*		☐	☐	☐	☒
Reasoning – *required to exercise sound reasoning while completing all aspects of the position within defined scope*		☐	☐	☐	☒
Judgement – *required to exercise sound judgement while completing all aspects of the position within defined scope*		☐	☐	☐	☒
Short and long-term memory recall *– ready access to documented procedures or precedents to perform requirements of the position*		☐	☐	☐	☒
Emotional resilience – *exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control.*		☐	☐	☒	☐
Interruptions – *frequency of interruptions to daily work plans and requirement to change work plans at short notice*		☐	☐	☒	☐

Physical Requirements

☒   This position does not require more than 10-15% manual handling/physical exertion

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – *stay in a seated position*		☐	☐	☐	☒
Standing – *standing in an upright position, moving less than 3 steps*		☐	☒	☐	☐
Walking – *In an upright position, moving more than 3 steps*		☐	☒	☐	☐
Crawling – *Move on the hands & knees or by dragging the body close to the ground*		☒	☐	☐	☐
Non-manual handling					
Crouch/squat – *To lower the body by bending forward from legs and spine, buttocks on or near the heels*		☒	☐	☐	☐
Kneeling – *To lower the body*		☒	☐	☐	☐
Bending – *To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds*		☒	☐	☐	☐
Reaching – *Extending arms out in any direction*		☒	☐	☐	☐
Twisting/trunk rotation – *Rotating the body to one side or the other without moving the feet*		☒	☐	☐	☐
Fine manipulation/pinch grip – *Fingers are on one side of the object and thumb on the other, typically without the object touching the palm*		☐	☐	☒	☐
Power/open hand grip – *Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended*		☒	☐	☐	☐
Writing/typing		☐	☐	☐	☒
Climb ladders		☒	☐	☐	☐
Climb or descend stairs		☐	☒	☐	☐
Low level work – *Performing manual handling actions at or near ground level*		☒	☐	☐	☐
Manual Handling					
Lift/Carry/Hold – *Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders*		☒	☐	☐	☐
Pushing/Pulling – *Applying force to move something away or closer to one's self, including static positions*		☒	☐	☐	☐
Kilograms of force (kg.f) – *Amount of force or effort required to perform a specific task or part of a task*		☒	☐	☐	☐
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☐	☒	☐	☐
5.1 – 10kg		☒	☐	☐	☐
10.1 – 15kg		☒	☐	☐	☐
15.1 – 20kg		☒	☐	☐	☐
Lift floor to hip		☒	☐	☐	☐
Lift waist to shoulder		☒	☐	☐	☐
Lift overhead		☒	☐	☐	☐
Pushing/pulling		☒	☐	☐	☐

Band descriptors *(as defined in Council's Enterprise Agreement)*

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- The facilitation and efficient management of Community Funding resources, the provision of timely advice to community partners, and regulation of grant recipients in conjunction with Team Leader Community Partnerships and Volunteers. This includes the responsibility to maintain exemplary governance and probity in all areas of the funding programs.
- Where managing resources and funding and reporting on community funding, the freedom to act is governed by clear objectives and/or budgets within corporate financial delegations with a regular reporting mechanism to the Team Leader Community Partnerships and Volunteers to ensure adherence to goals and objectives. The effect of these decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Where providing high quality specialist advice to or regulating clients, the freedom to act is subject to regulations, policies, and regular supervision by Team Leader Community Partnerships and Volunteers. The effect of these decisions and actions taken on individual clients may be significant but is usually subject to appeal or review by the Team Leader Community Partnerships and Volunteers.
- Where involved in researching and developing options for strategic policy and planning for the Community Funding team and Community Partnerships and Volunteers Team, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by the Team Leader Community Partnerships and Volunteers. The quality of the output can have a significant effect on the process of policy development.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent and may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve application of these techniques to new situations.
- Exercising discretion in relation to project and program development with input from team members and Safe, Active and Connected Communities management where necessary.

Independently
- Proposing solutions to issues related to funding programs and projects.
- Applying relevant expertise to specialised and routine methods, procedures, and processes.
- Demonstrate professional, diplomatic, and sound judgement, along with creativity and originality in problem solving, in discussions with local community and service organisations.
- Judge situations and initiate appropriate actions to solve problems independently using initiative, experience and business acumen taking into account risks, costs and impacts to clients and Council.

With Input [including guidance] from Team Leader:
- Preparing for, supporting assessment processes for, and seeking approval of Community Funding applications.
- Support coordination of collective impact projects to address priority issues identified by Council.
- Drafting reports on and carrying out actions arising from the Business Plan or other strategic plans.

Recommends and Identifies to the Team Leader:
- Inputs into the Business Plan and other strategic plans.
- Relevant improvements to community funding processes and policies.
- Ongoing improvements to services and partnerships resulting from regular evaluation of programs and service delivery.

Guidance
- Guidance and advice are usually available from the Team Leader Community Partnerships and Volunteers and/or Manager Safe, Active and Connected Communities.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Proficiency in the application of theoretical disciplines related to Community Development, Community Funding and Capacity Building, including the underlying principles as distinct from the practices.
- The application of contemporary thinking to respond to needs and achieve effective Community Funding outcomes through building positive, collaborative relationships and partnerships with a wide range of Community organisations, diverse Community groups, services, and internal / external stakeholders.
- Engagement and influencing skills to lead others to achieve agreed outcomes.
- An understanding of the long-term goals of the Community Partnerships and Volunteers Team and of the relevant policies of both the Community Partnerships and Volunteers Team and the wider organisation.
- Business acumen in financial management to effectively manage resource allocations, including a familiarity with relevant budgeting techniques.

Management & Interpersonal skills

The essential position requirements include:

- Managing time setting priorities, planning, and organising work and resources and where appropriate, that of other employees or clients so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Liaise with counterparts in a range of services including Culturally and Linguistically Diverse (CALD) agencies and community services to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.
- Gaining co-operation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Capacity to operate autonomously, contribute as part of a team and manage a broad range of tasks simultaneously to achieve role outcomes.

Verification & Approvals

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			

Appendix
Core Capability Framework – Team Member

Relationship Management

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Demonstrates respect for the wide range of views and perspectives that are expressed in their teams
- Contributes effectively to team meetings
- Demonstrates commitment to team decisions
- Demonstrates respect for other team members

Planning & Organising

Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Is able to explain the relationship between own work activities and the goals and objectives of the team
- Prioritises work based on the needs of the team
- Shares relevant information as and when appropriate
- Consistently does her/his share of the work

People Development

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Is active in identifying opportunities for ongoing growth and development
- Seeks feedback with a view to personal and professional development
- Looks for opportunities to grow skills and knowledge
- Is proactive in managing own career development

Future focused organisation

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves

- Incorporates key issues impacting the broader environment into the way they undertake their work
- Responds flexibly to change
- Shows resilience in times of change
- Seeks support during times of uncertainty

Outcome orientation

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Demonstrates a willingness to take informed risks in solving client issues
- Ensures tasks are consistently completed to the required standard
- Responds promptly and appropriately to requests for service
- Consistently follows established practices and procedures

Service focus

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Is friendly and responsive to clients/customers
- Strives to deliver quality client/customer outcomes
- Deals with client/customer issues with concern and a sense of importance

Self-management

Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others

- Accepts personal responsibility for outcomes within their control
- Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience
- Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement
- Models Greater Dandenong's ethical and organisational standards

	• Acts decisively during times of ambiguity and pressure

Safety, health and wellbeing

Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered	• Actively participates in discussions and activities aimed at improving safety, health and wellbeing • Takes responsibility for the personal safety, health and wellbeing of self and immediate others • Supports and encourages colleagues to actively participate in safety, health and wellbeing initiatives

Council's REACH Values

Respectful

We respect and care about our community, each other and ourselves.

We act with integrity at all times and in all matters.

We take time to listen to and seek to understand the other point of view.

We strive to understand and respect the diversity of our community and our workplace.

We understand our role in the community and respect the responsibility that comes with

Engaged

We listen to our community and respond.

We work together with our community and each other, to achieve the best outcome.

We have the confidence to challenge the status quo, to reach for better outcomes.

We are action-oriented in identifying and responding to new challenges.

Accountable

We are proud of our city, our community and our achievements.

We spend our time and effort on solutions rather than looking for someone to blame.

We take responsibility for our actions.

Creative

We care about getting the best outcomes.

We constantly ask: What's the future and what's possible?

We have the courage to try new ideas.

We strive for excellence in everything we do.

Honest

We tell the truth, even when we know people may not want to hear it.

We form our opinions and give advice from sound, evidence based research.

We act with humility and apply the highest standards of ethical behaviour to everything we do.