

POSITION DESCRIPTION



Position Title	COMMUNITY PARTNERSHIPS OFFICER
Position Code	P037
Salary System Grade	Grade 4
Approved Date	8 September 2017. K.Manwarring

Primary Purpose of the Position

The Community Partnerships Officer will encourage the provision of a full range of human services within the local government area of Muswellbrook. The position will also act as a link between Council and government and non-government services.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:




1. Collate and analyse statistical information that will assist in the identification of local community needs;
2. Work within the Community Partnerships Team to facilitate needs based planning activities;
3. Support external human services organisations to adopt good working practices with all aspects of their operation including governance, financial, human resources, strategic planning and service delivery;
4. Maintain and convene human services interagencies as appropriate and assist in the development of collaborative partnerships between services;
5. Actively participate in partnerships to plan and coordinate events to promote community capacity;
6. Respond to enquiries, conduct and record referrals where required;
7. Facilitate various funding programs;
8. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework	
Group and Capability	Capability & Behaviour Descriptors
 <p>Effective Communication: Listen, interpret and convey information in a clear and respectful manner</p>	<ul style="list-style-type: none"> Present your views in a clear and concise way; View issues and concerns as opportunities to improve situations that may be challenging; Encourage and facilitate productive discussions with service providers;
 <p>Achievement: Achieve quality outcomes in line with organisations objectives.</p>	<ul style="list-style-type: none"> Understand objectives and prioritise work accordingly Present community issues in a clear and concise way; Plan and use the resources available to complete identified priorities;
 <p>Collaboration: Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals</p>	<ul style="list-style-type: none"> Collaborate to find solutions that contribute to positive partnerships; Engage with others to share information and knowledge to achieve the best outcome

Key Tickets, Qualifications and Other Skills

1. A degree in Social Science, Welfare Studies or equivalent with previous experience in the community services industry;
2. A current NSW Drivers License
3. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
4. Demonstrated Developed key capabilities as defined in the Key Capabilities Table (above).