

Palmerston North City Council Job Profile



Position Title	Community Funding Coordinator
Reporting to	Community Development Manager
Unit	Community
Date last updated	April 2019

Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

Context

The Community unit is comprised of four divisions: Libraries, Community Development, Housing and CET Wildbase Recovery Centre. Although each division has a differing focus, all support the enhancement of community wellbeing underpinned by the nationally recognised guiding principles of community-led development:

- shared local visions or goals drive action and change
- use existing strengths and assets
- many people and groups working together
- building diverse and collaborative local leadership
- adaptable planning and action informed by outcomes.

Combined, the unit provides opportunities for people to connect, learn, share, create, collaborate and experience through access to innovative services and facilities such as the Libraries, Youth Space and the CET Wildbase Recovery Centre. Alongside strategic and community partners, the unit also has a role for supporting the capacity and capability of the community and cultural sectors; and the tenancy management for Council's substantial housing portfolio.

The Community Development division within the Community unit works collaboratively with community groups, organisations and agencies to build capacity and capability to take ownership; and encourage community leadership of solutions, including facilitating better coordination between community organisations, agencies and groups.

Main Purpose

To administer the Unit's Strategic Priority Grants, community grants, and CCO operational funding including working with funding recipients to ensure that accountability reports meet Council requirements. The Community Funding Coordinator will also work to promote the Unit's funding related resources to community groups.

Palmerston North City Council Job Profile



Key Areas of Responsibility

- Coordinate the administration of the Council's Strategic Priority Grants and other community grant processes.
- Support community groups and staff working with community groups through the provision of advice and guidance relating to funding processes.
- Monitor and manage the accountability processes to ensure community groups are aware of Council reporting expectations in relation to funding.
- Establish working relationships with the cultural CCOs to ensure Statements of Intent, accountability reports and other compliance requirements are met and reflect the appropriate Council strategic outcomes.
- Ensure internal unit processes are documented and easily accessible to other staff within the Division.
- Prepare and present funding reports to Council as required.

***Please note:** Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.*

Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

Key Relationships

Internal:

- Community Development
- Strategy and Planning
- Finance

Palmerston North City Council Job Profile



External:

- Community Groups
- Other community funding agencies

Typical knowledge, skills, and attributes:

Knowledge (*qualifications and experience*)

- An understanding of local government processes
- Background within the Community sector is highly desirable
- Solid experience in an administration role (or similar) is essential

Skills and Attributes

- Excellent attention to detail with high levels of accuracy
- Ability to communicate with a wide range of people from varying backgrounds in an effective manner (written, over the phone and face to face)
- Ability to build and maintain relationships across all levels within the organisation and externally
- Ability to operate autonomously with little direction
- Highly organised with high professional standards
- Ability to quickly pick up and follow processes and procedures
- Computer literate with proficient keyboard skills, especially in the use of Microsoft Office Suite
- Demonstrated interpersonal and effective networking skills
- Proven financial management skills

Hours of Work

The usual hours of work are 40 per week, Monday to Friday but from occasionally there may be a requirement to work outside usual hours of work i.e. evenings and weekends.

Remuneration

- This role is graded at GP5 on the Council's remuneration system, i.e. between **\$53,707** (85%) and **\$63,185** (100%) depending on the Manager's assessment of the skills/experience of the jobholder and any other relevant factors.
- In addition, a benefit entitlement of **3%** of base salary is available.

Other

The position may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The job holder will be expected to participate fully in training provided for this and any other Unit activities.

Palmerston North City Council Job Profile



Competencies

Core	
Service	<ul style="list-style-type: none"> ▪ Recognises the diversity of customers, and adapts approach and style to meet their needs ▪ Offers customers a range of solutions to problems ▪ Demonstrates commitment to delivery of agreed solutions ▪ Delivers and follows up on solutions ▪ Seeks and gives feedback from customers ▪ Looks for where improvements can be made to systems and processes
Communication	<ul style="list-style-type: none"> ▪ Clearly communicates messages in a clear and concise manner ▪ Uses the most effective method and style of communication for the target group and the situation ▪ Uses active listening techniques including reflection and paraphrasing ▪ Shares ideas appropriately ▪ Recognises and minimises barriers to communication
Business ethics	<ul style="list-style-type: none"> ▪ Demonstrates integrity, honesty, and commitment ▪ Acts ethically in all dealings ▪ Is equitable and ethical in the treatment of others ▪ Is prudent in financial dealings
Information Technology	<ul style="list-style-type: none"> ▪ Has an appropriate level of skill in computer software relevant to the requirements of the role. Is confident to try new software ▪ Looks for ways to improve efficiency through the use of technology - takes advantage of technology to achieve goals
Role specific	
Relationship building	Has internal and external networks, values and utilises diversity that enables better service delivery. Understands the stakeholders needs and delivers on commitments.
Teamwork	Understands team dynamics and actively contributes to the team
Professional Skills	Developed a body of professional knowledge reflected by an appropriate tertiary qualification and/or equivalent experience. Knowledge base is current and regularly updated and extended. Allocates and manages resources within area of expertise.
Coaching and mentoring	Keeps up-to-date with professional knowledge and looks for opportunities for professional development.
Organisation achievement	Plans work and utilises resources. Understands the organisation's vision and aligns work to its meaning. Makes decisions and has the ability to identify and act on risks. Achieves own goals and helps others achieve theirs. Reports on progress.