

Community Development Advisor

Reporting to: Chief Executive

Location: Hokitika

Date Reviewed: Sep 2018

Position Purpose

The position is an advisory position to assist in community development across the District.

- Assist with developing the partnership between Council and the community, enabling the community to participate in Council’s planning, development and the implementation of initiatives.
- Support the development of community initiatives and the capacity of communities and groups to implement their own projects.
- Support communities in funding & sponsorship opportunities as they arise

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Chief Executive • Executive Team • Mayor and Councillors • PA to Mayor • All other staff 	<ul style="list-style-type: none"> • Community Organisations • Ratepayers, Residents and the General Public • Government Departments • Ngai Tahu • Te Runanga o Makaawhio • Te Runanga o Ngati Waewae • Funding providers • Other Local Authorities • Consultants

Limitations of Authority:

As defined in the Delegations Manual.

Financial: \$5,000

Staff: None

Operational: Nil

Key Tasks and Responsibilities

1. Customer Service.

Expected Results:

- a) Actively promote and demonstrate good customer service.
- b) Provide a prompt and efficient service within agreed timeframes. They have received a prompt and accurate response to their contact with Council.
- c) Ensure customers are treated with respect and in a friendly and professional way.
- d) Ensure information is accurate and easy to understand (jargon-free).

- e) Follow-up all matters to ensure customer is aware of status of query/complaint. Well informed about progress with, or decisions reached on, their contact with Council.

2. Funding Advice and Administration

Provide funding advice to community organisations & administer Council funding schemes and funding that Council administers on behalf of other organisations

Expected Results:

- a) Develop, manage and monitor funding agreements with community organisations
- b) Provide advice to the Executive Team and Council on appropriate funding and administration
- c) Accurate, up-to-date, timely information is provided to community organisations
- d) Council complies with criteria of external funding organisations
- e) Funding agreements are in place and accountability requirements are met
- f) Accurate, timely advice is provided to the Executive Team and Council

3. Support for Community Projects

Provide advice and appropriate, defined support to community groups and Council projects

Expected Results:

- a) Develop and maintain effective relations with key stakeholders in the community who contribute to delivering Council's vision and community outcomes
- b) Ensure Council is aware of significant projects being undertaken in the community
- c) Support communities and community organisations to develop strategic, business and project plans
- d) Support townships to plan for the use of funding provided by Council
- e) Assist communities and community organisations with providing input to Council's Long Term and Annual Plans

4. Council's Consultation Processes

Support the Corporate Planner and Executive Team with the consultation aspects of Annual Plans, Long Term Plans and any other specific consultation Council undertakes, based on knowledge of community networks and preferences.

Expected Results:

- f) Provide advice to the Corporate Planner, Executive Team and Council on the most appropriate consultation process for different situations, based on knowledge of community networks and preferences.
- g) Liaise with community organisations to inform them of Council's consultation processes and to obtain input into how they could be improved to encourage more community engagement.
- h) Lead or assist with the brokering of key relationships, partnerships with Government and its agencies, and other key external parties

5. Social Policy Advice to Council

Lead the development of high quality strategy and policy advice to Council in the area of community development.

Expected Results:

- a) Consult and engage with the community in a timely and meaningful way to ensure that Council's community development approach is relevant to community needs
- b) Ensure appropriate community development and funding policy is in place to enable Council to undertake its role
- c) Reports to Council are well researched, accurate, and demonstrate a broad understanding of the issues being considered
- d) Council is aware of key social policy changes that could affect the community

6. Budget Management

Manage the Community Development budgets

Expected Results:

- a) Provide input into the budget process for Long Term and Annual Plans
- b) Provide explanations of variances when required

7. Other Duties**Expected Results:**

- a) Performs other reasonable duties as may be required.

Health and Safety

Under the Health and Safety at Work Act 2015 you must take all practical steps to ensure your own safety while at work and that no action, or inaction, by you causes harm to any other person while at work.

To adhere to all Council safety plans, policies and procedures including using protective equipment supplied.

- To identify existing or potential hazardous conditions and report these.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.

Civil Defence

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

Person Specification**Qualifications/Experience**

- A relevant qualification and/or experience in the fields of community development, social policy, public policy, community work, planning or related field.
- Good overall knowledge of Local and Central Government
- Computer- literate with software proficiency covering a variety of applications
- Research and analytical skills.
- Demonstrated understanding of current social wellbeing issues within the Westland District

- Project and contract management experience
- Successful experience in consultation and community engagement
- Good working knowledge of strategy and policy development processes Demonstrated leadership ability.

Skills / Attributes

- Excellent verbal and written communication skills.
- Relationship building – establishes a productive, cooperative and inclusive environment with others.
- An ability to work comfortably in a team and to contribute positively to that team.
- Able to deal in a positive and constructive manner with a wide range of clients.
- Excellent conflict resolution skills, tact and patience.
- Strong planning and organisational skills.
- Possess initiative, good judgement and problem solving abilities.
- Maturity and empathy – ability to provide advice and support to others

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

Employee’s Signature

Date

Manager’s Signature

Date