
Position Description

Development Officer (L2P)

Position overview

As the Development Officer (L2P) you fulfill an important role in coordinating delivery of the TAC L2P program in the Alpine Shire. Additionally, you will provide support in delivering other community development initiatives that support key priorities of the Municipal Health and Wellbeing Plan and will play an important role in maintaining productive community partnerships and assist to develop and strengthen Alpine Shire communities.

You will undertake key responsibilities in a professional, efficient and timely manner, and contribute to Council's aim of being a high performing organisation. You are passionate and multi-skilled and able to consistently deliver at high standard operational services in a tidy, organised and enjoyable environment. You will promote the Alpine Shire as a customer focused organisation at all times.

Classification and relationships

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| Classification: | Band 4 Alpine Shire Council Enterprise Agreement |
| Reports to: | Community Development Coordinator |
| Supervises: | Nil |

Key duties and responsibilities

You will foster professional working relationships with various external stakeholders including but not limited to community groups, businesses, individuals within the Shire and State government agency staff to foster relationships and deliver identified projects/programs on behalf of Council and/or the community.

Your primary role will be to coordinate the TAC L2P Program in the Alpine Shire including:

- Be familiar with and deliver the program in accordance with the requirements of the TAC L2P Program.
- Recruit and onboard learner drivers into the program and provide ongoing support to learner drivers.
- Recruit, register, train and support sufficient volunteer mentors to adequately service the program.
- Match learners with suitable Mentors.
- Recruit and support adequate professional driving instructors to service the program.
- Ensure the program is being delivered in accordance with Council's funded targets.

- Attend L2P cluster, state and steering committee meetings as required.
- Organise and attend regular mentor meetings.
- Monitor and assist with vehicle bookings and maintenance requirements.
- Manage the L2P budget.
- Ensure timely internal and external reporting is completed as required.
- Seek community organisation support for the L2P program.
- Seek other opportunistic funding opportunities to sustain and grow the program.
- Seek out funding opportunities as they arise.

Accountability and extent of authority

- Accountable to direct supervisor and manager.
- Ensure duties are carried out in compliance with all staff code of conduct and policies, regulations, and legislation in relation to area of responsibility. This includes following EEO, OHS requirements listed in respective policies to ensure a safe and healthy work environment.
- Duties to be performed under general supervision and within agreed timeframes and budgets.
- Report regularly regarding progress towards objectives, goals, and budgets.
- Assist with or coordinate the delivery of initiatives that support the delivery of actions of the Municipal Health and Wellbeing Plan as directed.
- Collaborate with external agencies and organisations to ensure best outcomes for the Alpine Shire community.
- Liaise with funding bodies to ensure programs are delivered which meet funding criteria and reporting is completed in a timely manner.

Customer Service and Administration

- Ensure that accurate and detailed records are kept as per agreed format.
- Ensure that events and programs are delivered safely and are compliant with relevant regulations and guidelines.
- Ensure projects are completed within specified timelines and budgetary allocations.
- Continually review and improve work methods associated with this role.
- Undertake other duties as directed by the manager or supervisor.
- Display a punctual, reliable, and positive approach to work.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Judgement and decision making

- Objectives of work are well defined, the method or process must be selected from a range of techniques, systems, equipment, methods, or processes.
- Some creativity in problem solving may be required.
- Decision making regarding purchases to be within budget allocations, in accordance with Council procurement policy and procedural guidelines.
- Guidance is always available from immediate supervisor or manager.

- Make recommendations for changes, new initiatives or improvements to existing programs and services.

Management skills

- Ability to manage your time and plan your day.
- Ability to manage diverse workload and set priorities.
- Proficient record keeping skills.

Interpersonal skills

- Ability to engage with young people and relate well to all people within the community.
- Ability to work cooperatively with young people, community groups and individual community members.
- Ability to work cooperatively as part of a team.
- Ability to work independently as required.
- Well-developed oral and written communication skills with customers, other employees, and members of the public
- Display a punctual, reliable, and positive approach to work.
- Ability to project a positive image in communicating with both internal and external customers at all times.
- Ability to deal with the public in a confident and cooperative manner.

Expertise

Qualifications:

- Current Victorian Driver licence.
- A current 'Working with Children Check' is essential.
- Current First Aid certificate.

Specialist skills and knowledge

- Knowledge of relationships between government departments, statutory authorities and other relevant parties relative to the scope of this position.
- Ability to prepare budgets.
- Ability to provide detailed reporting.
- Knowledge of and ability to effectively use relevant technology systems and applications relating to key responsibilities.
- Highly developed verbal and written business communication and interpersonal skills.
- Highly developed multi-tasking skills and the ability to work independently, prioritise tasks and meet deadlines.
- Demonstrated ability in problem solving, decision making and researching.
- Sound computer skills, in particular MS Office.

- Ability to relate well to young people and understand contemporary youth related issues.
- Ability to relate well to members of the broader community.
- An understanding of the goals of the Community Development Department.
- Interpersonal skills to build positive, strong relationships with all community members including young people and other stakeholders including the youth sector, organisations and businesses.
- Ability to work collaboratively and creatively to identify, develop, implement, and evaluate programs.
- Ability to work flexible hours.
- Well-developed administrative and organisational skills.

Experience:

- Experience in a similar role working with community.
- Experience in the area of administration and customer service.

Health, safety and risk duties and responsibilities

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return-to-work plan for any injured worker when returning to work.
- Alpine Shire Council is an Equal Opportunity Employer. People of all genders, abilities, cultural backgrounds, and Aboriginal and Torres Strait Islander people are encouraged to apply for this position.

Child Safety:

Alpine Shire Council is committed to being a child safe organisation and has zero tolerance for child abuse. Alpine Shire Council promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal and Torres Strait Islander or those from refugee or migrant backgrounds. We take child protection very seriously. All employees are subject to screening and assessment against child safety standards, including rigorous background, identity, and reference checks.

It is the responsibility of every employee to familiarise themselves with the Child Safe Policy. Every employee should:

- Understand obligations and act in an appropriate manner with and around children and young people.
- Promote positive work practices with children and young people.
- Establish boundaries around acceptable and unacceptable behaviour in relation to children and young people.
- Adhere to reporting obligations where there is suspected or discovered child abuse.

The successful applicant will require a current Working with Children Check and Police Check and must agree to adhere to our child safe policy and code of conduct.

Physical requirements

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor Environment
- You will be exposed to outdoor working conditions.
Physical demands are moderate, including lifting, pulling reaching and bending using safe manual handling practices, and you should be able to complete tasks with or without reasonable accommodations.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.