

PART 1 – POSITION DETAILS

Position Title	Manager Community Development
Position Number	NB0124
Division	Community & Belonging
Business Unit	Community, Arts & Culture
Pay Rate	Northern Beaches Grade L, TRP
Reports to	Executive Manager, Community, Arts and Culture
Hours	70 hours per fortnight
Status	Permanent
Date of last review and update	November 2021

NORTHERN BEACHES COUNCIL'S VISION

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

Our purpose is: Partnering with the community to protect, improve and create our future

DIVISION

Community & Belonging

The Community & Belonging Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bushland, rural and coastal community. The Division comprises of the following business units – Children’s Services; Community, Arts and Culture; Customer Service; and Libraries.

PART 2 – BUSINESS UNIT OVERVIEW

The Community, Arts & Culture Business Unit

The Community, Arts & Culture Business Unit manages the strategy, planning, implementation and evaluation of a broad range of community programs, partnerships, community and cultural facilities and services. The Unit provides social planning advice and strategic social plans, social services, and programs for target groups, supports arts and cultural development and the presentation of arts programs, provides community development initiatives and programs, administers community grants, develops and implements safety and crime prevention programs and supports volunteering. The Community, Arts & Culture Business Unit delivers the following services:

- Social Planning
- Community Development
- Community Safety Coordination

- Direct services in the areas of:
 - Youth & Families Counselling
 - Food services for seniors and people with disability
- Arts & Cultural Development
- Public art implementation
- Community and cultural venues for hire
- Management of the Glen Street Theatre at Belrose
- Management of the Manly Art Gallery and Museum

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

Reporting to the Executive Manager Community, Arts and Culture, the Manager Community Development provides direction and leadership to ensure high performance service delivery of community development programs, partnerships and activities.

The key purpose of this role is to strengthen, support and build communities and the Northern Beaches social services sector to create a safe, inclusive and connected community. The role will support well-being and build community capacity through the application of social justice, social sustainability and community development principles.

This position leads a team of professionals that support a socially sustainable community through the facilitation, coordination, development and implementation of community development initiatives, in partnership with the community. This requires collaboration and implementation of innovative responses to the diverse community needs of the Northern Beaches community. These initiatives include, but are not limited to, projects and programs relating to priority populations and social issues such as seniors, young people, people with disability, carers, culturally and linguistically diverse communities, Aboriginal and Torres Strait Islanders, community safety, domestic and family violence, homelessness and suicide prevention.

Key Responsibilities

- Provide leadership and management of a team that delivers a range of community development activities, programs and partnerships, including project planning, budgeting, delivery, evaluation of community outcomes and monitoring of work.
- Plan strategically and coordinate community safety initiatives for Council, managing high profile relationships with external and internal stakeholders to improve the safety of the community.
- Actively contribute to sector forums and interagencies, developing collaborative partnerships and programs that strengthen the social services sector.
- Provide leadership in the development of initiatives using community development principles, working collaboratively with stakeholders and developing sustainable partnerships.
- Provide leadership and contribute to the implementation of the Northern Beaches Social Sustainability Policy and Strategy, and associated action plans.
- Conduct research and analysis relating to industry trends, innovative best practice and current and future local community needs to inform community development planning and projects.
- Manage the day-to-day community development activities with a view to provide value for money while supporting the delivery of programs to the community, minimising risk and meeting statutory and legal requirements.

- Provide accessible information and expert advice to internal and external stakeholders on community development activities and available social services.
- Work collaboratively across Council to provide a holistic approach regarding community development.
- Implement aspects of Council's Community Strategic Plan and Annual Operational Plan and Budget.
- Ensure that Executive Management and Council are fully briefed regarding community development, community safety and issues impacting the social sector.
- Promote and ensure compliance with Work Health and Safety legislation, policy and procedures.

People Leadership

- Role model the Northern Beaches Councils values and behaviours.
- Foster a positive team culture and manage performance of team members
- Lead and motivate team members and provide clear goals and vision for the team that align with adopted Council strategies and objectives.
- Take ownership for the recruitment and on boarding of new team members.
- Building team capability and performance, empowering the team to take action and make decisions
- Engage in regular feedback and communication with the team both formally and informally.
- Share relevant operational and strategic information from the Executive Manager and above.
- Encourage and support the professional development of the team.
- Provide expert knowledge and advice on the resolution of major issues.

Operational

- Accountable for the development, review and management of the team's work plans and annual budget and report regularly to the Executive Manager on progress.
- Ensure compliance with Council processes and procedures.
- Provide advice to the Executive Manager on policy or key issues.
- Provide a framework for decision making and problem solving within the team and be responsible for its implementation. Problem solving would have minimal escalation to the Executive Manager.
- Collaborate with the community and external groups/organisations in the development and implementation of initiatives.
- Identify funding opportunities and partnerships that will improve the sustainability of the social services sector.
- Manage, promote and actively participate in targeted community engagement that informs the development of community strategies.
- Negotiate on important matters with a high degree of independence.
- Report on key metrics relevant to the team.
- Build and maintain productive relationships with senior level internal and external stakeholders, including State and Federal bodies and the social services sector.
- Contribute to relevant projects and programs across the Business Unit and Council, using expertise to add value to broad Council activities that encourage a safe, inclusive and connected community.
- Evaluate and monitor performance of the team to ensure accurate and efficient service is provided and community outcomes are delivered.
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC.
- Learn, promote and ensure compliance with Work Health and Safety policies and procedures.

Business Performance

- Identify and implement new processes, procedures or systems to improve efficiency of activities.
- Research, negotiate and introduce funding opportunities to support the provision of community development activities and improved financial sustainability of the social services sector.
- Develop project plans and evaluate outcomes from community development activities, using a framework to measure community outcomes and success.
- Form work plans with short, mid and long term goals that are delegated within the team to achieve Business Unit outcomes.

**** Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).*

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- Tertiary qualifications in social sciences and extensive demonstrated experience managing a community development team.
- Demonstrated ability to drive the development and implementation of sustainable community development programs, with extensive experience working with diverse communities and stakeholders.

Capabilities & Knowledge

- Strong leadership skills, with a proven ability to role model values and behaviours and develop a strong workplace culture
- Strong organisational skills, with significant project management experience and ability to manage competing priorities within deadlines
- Demonstrated ability to lead, coach and mentor a high-performance team focused on delivering a strong customer experience
- Demonstrated experience in the implementation of community development principles, resulting in proven community outcomes
- Demonstrated experience in the initiation and maintenance of effective partnerships and collaboration with community groups and organisations
- Demonstrated knowledge and experience working with the social services sector
- High level demonstrated problem solving and decision-making skills
- Demonstrated experience in effective communications with a range of stakeholders
- Understanding of the political environment, with demonstrated evidence of political acumen
- Demonstrated ability to act with integrity at all times, with all stakeholders
- Demonstrated ability to initiate and respond effectively to change
- Demonstrated commitment to EEO, WHS and ethical practice principles

PART 5 – DESIRABLE CRITERIA

- Knowledge and experience of local government.