

Job Description : Community Development Support Officer

POSITION TITLE:	Community Development Support Officer
POSITION NUMBER:	CD017 and CD028
CLASSIFICATION LEVEL:	CL 3 – CL 4
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Senior Community Development Officer
LAST REVIEWED:	February 2023

KEY FUNCTIONS

Responsible for supporting Community Development Officers in the application of the CLC's Community Development Framework, with particular emphasis on support for field work and support for project management.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

Methodology Development and Policy

1. Work together with officers and senior staff of the Community Development (CD) unit to:
 - a. Implement the CLC's CD Framework and a coordinated approach to sustainable community development as appropriate to the operations of the CLC, including providing feedback on the application of the CD Framework to ensure its effectiveness.
2. Support CD Officers with the tasks of CD meetings:
 - a. Assist with the preparation and organisation of CD meetings, including preparing documents, visual aids and other relevant materials;
 - b. Manage the meeting logistics including venue set-up, arranging participant transport, taking minutes, helping with facilitation and presenting information.

Project and Contract Management

3. Support CD officers to achieve quality project and contract management for CLC CD projects as needed including:
 - a. Assist with preparation of partner briefs and projects plans;
 - b. Organise and update project documentation;
Assist with the preparation of instruction sheets, memos to CEO and other process documents.

Monitoring, Reporting and Advocacy

4. Contribute to the application of the CLC CD Units monitoring, evaluation and learning strategy, including data collection, dissemination of feedback to stake holders and development and implementation of changes to improve the CD program.
5. Contribute to reporting and advocacy on the CLC CD program to all relevant stakeholders.

Other

6. Other duties that are safe, legal and logical while being within the limits of the employee's skill, competence and training consistent with the classification structure.

MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976;
- Northern Territory Aboriginal Sacred Sites Act;
- Native Title Act, 1993;
- CLC Corporate Plan;

- CLC Enterprise Agreement and Code of Conduct;
- CLC Risk Management Plan;
- Industrial Relations Legislation;
- Public Governance, Performance and Accountability Act 2013 (PGPA Act);
- Work Health & Safety Act (Cwth) 2011;
- Workers Compensation Legislation;
- Anti-Discrimination and Privacy Legislation; and
- CLC Policies and Procedures;.

WORKING RELATIONSHIPS

- Reports to and receives direction from Senior Community Development Officer;
- Work collaboratively with all other staff of the Community Development section in making positive contributions to the CLC's performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of organisations overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

SELECTION CRITERIA

ESSENTIAL

1. Certificate III or higher in Business, or similar qualification, and/or clerical accounts and administrative skills, knowledge and experience or demonstrated ability to learn quickly.
2. Demonstrated reliability and consistent performance in the work place, including good organisational skills, time management, and capacity to complete tasks on time, under limited direction and in accordance with instructions provided.
3. Excellent computer skills across a range of applications, including including proficiency of Microsoft Office software and other related software.
4. Well-developed written communication skills including the ability to take accurate and professional minutes.
5. Sound knowledge of cultural, political, economic and social issues affecting Aboriginal people in the Northern Territory.
6. Motivation and ability to work as a member of a collaborative team and make a valuable contribution in relation to the functions of the team.
7. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people
8. Well-development research, analysis, evaluation and reporting skills.
9. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
10. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
11. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

DESIRABLE

1. Knowledge and understanding of the legal and policy context in which the CLC operates, including knowledge of the Aboriginal Land Rights Act (NT) 1976 and the Native Title Act (1993).
2. Qualifications in community development or other relevant field.

3. Experience working in remote areas.
4. Experience working in an Aboriginal Organisations or cross-cultural environment.
5. An awareness and understanding of the overall context in which the Central Land Council operates.

APPROVED COPY: D23-8358

APPROVAL DATE: 14 February 2023