



# Paroo Shire Council

## Position Description: Community Services Leader

### POSITION DETAILS

<b>Position Title</b>	Community Services Leader	<b>Award</b>	QLD LGIA Stream A
<b>Location</b>	Cunnamulla	<b>Classification</b>	Neg on experience
<b>Department</b>	Communities Services	<b>Employment Type</b>	Full Time
<b>Reports to</b>	Director of Community Services	<b>Duration</b>	Ongoing

### OBJECTIVES OF THE POSITION

The Manager of Community Services is responsible for leading the Community Services Team in the planning, development and implementation of strategies, programs and events for, and on behalf of, Council and the community. The role will also take responsibility for ensuring that budget, funding and reporting requirements are met and that community facilities within the Shire are managed appropriately.

This position is responsible for delivering consistent service that meets the requirements of Council and our community and reflects the quality of services we aim to deliver.

### KEY RESPONSIBILITIES

- Lead the Community Services Section and ensure that lines of communication are maintained between staff, including staff working at different locations and time periods
- Oversee the management, hire and contractual arrangements relating to community and sporting facilities and services within the Shire including, but not limited to, John Kerr Park, Sporting Precinct, Swimming Pool, Day Care Centre, Yapunyah Lodge, and Shire Halls
- Manage service providers, contractors and consultants in relation to the activities/services as appropriate
- Maintain a current knowledge of industry development and legislative changes impacting Community Services and implement changes/improvements to reflect contemporary practice
- Interpret, communicate and implement legislation, policy, procedures and contractual arrangements relating to the provision of Council's Community Service activities
- Develop, implement and review policies and procedures relating to the operation of the Community Services.
- Work across the Council to secure cross-divisional cooperation and collaboration relating to Community Services.
- Review community satisfaction with Community Services and take steps to improve performance where opportunities are identified
- Develop, maintain and manage the Community Services annual budget, ensuring that all recurrent and capital income and expenditure is appropriately accounted for.
- Administer and acquit grants (after review by Finance) for the Community Services Section
- Ensure that grant applications submitted for Community Services are professionally prepared and appropriate
- Prepare reports to Council on relevant community services activity and issues
- Liaise with key government and non government agencies in order to identify and secure partnerships, resources and opportunities for Council's Community Services
- Consult regularly with the public and community groups to determine community needs and ensure customer satisfaction
- Represent Council positively and professionally, as appropriate and authorised, on local/regional working parties, steering and interagency committees
- Respond to and investigate customer complaints relating to the Community Services Section
- Consistently complete allocated tasks within agreed timeframes
- Undertake other tasks up to and including your competency and level as directed



- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Demonstrate a commitment to Workplace Health and Safety, Council's Code of Conduct and appropriate behaviour for a public sector employee.

### SKILLS, EXPERIENCE AND QUALIFICATIONS

#### Essential:

- Demonstrated leadership and team building skills with the ability to work effectively within Council and the community
- Demonstrated ability to motivate and influence relevant stakeholders including elected officials and community groups to achieve positive outcomes for Council and the community
- Proven ability to develop, implement and manage community programs and events within budgetary constraints.
- Well developed written and verbal communication skills with the ability to prepare policies, reports and program documentation
- Proven ability to manage facilities and contracts relating to Council services
- Ability to obtain or currently hold a Working with children (blue card)
- Hold a current Class C Queensland Driver Licence. All employees of Paroo Shire Council as a condition of employment are required to produce current copies of their Queensland Driver's License if requested by your Supervisor and/or Manager

#### Additional Information

This position is required to work from Council's Community Service office in Cunnamulla, however regular travel is a requirement of the role. Should you, at any time during your appointment in this role, become ineligible to hold a C Class driver licence, you are required to advise Council immediately.

#### Mandatory Requirements

Remaining compliant with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate. Should you be successful with your application, you will also be required to have a Pre-Employment Health Assessment.

#### Approval of Position Description

Position Description Approved by: Cassandra White, Chief Executive Officer, Paroo Shire Council

Signature

Date

07/04/2021

#### Acceptance of Position Description

I have read, understood and accepted the above information in this Position Description. I understand that due to operational requirements, my duties and responsibilities may change from time to time and as such the Position Description may be amended.

Signature

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Date

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