

Send your application to:-
ceo@atla.com.au
by Friday 8/3/2019

Role Statement

Department of Planning, Transport and Infrastructure

TITLE OF POSITION: COMMUNITY DEVELOPMENT OFFICER - LEIGH CREEK
CLASSIFICATION LEVEL: ASO-5

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

The Planning and Land Use Services Division comprises five directorates: Development and Policy Assessment, Planning reform, Architecture and Built Environment, Surveyor General Land Boundaries and the Office of Local Government.

The Office of Local Government is responsible for supporting the Minister for Transport, Infrastructure and Local Government, administering local government legislation, supporting the Outback Communities Authority and planning for and providing municipal services on Aboriginal lands.

The Outback Communities Authority (OCA) has responsibility for the management and local governance of the unincorporated areas of South Australia. The region encompasses 63% of the State of South Australia and is home to approximately 4,500 people who reside in a number of small townships and numerous smaller settlements including pastoral, farming and tourism enterprises.

Role Overview

Employees of the Office for the Outback Communities Authority (OCA) are assigned to support the OCA Board achieve the objectives and undertake the functions of the *Outback Communities (Administration and Management) Act 2009*.

The Community Development Officer Leigh Creek is responsible for providing efficient and effective delivery of day-to-day administration of the Leigh Creek Township whilst promoting high level community development support to the wider communities of the northern Flinders Ranges that utilise the facilities and amenity of Leigh Creek. Extensive liaison and engagement with the Leigh Creek Community is required to understand and support their day-to-day

Directorate: Office of Local Government
Position Number:
ANZCO Code:
Location: #ASO5 Template 9394351



Government of South Australia
Department of Planning,
Transport and Infrastructure

activities. Community development support will include grant facilitation, management and acquittal, sport and recreation facilitation, volunteer management, governance programs and financial management training.

The Community Development Officer - Leigh Creek will oversee and authorise works contracts for the maintenance of DPTI and OCA owned assets including the Leigh Creek Aerodrome, Waste Management Facility, parks and gardens and swimming pool, along with other municipal services. The Community Development Officer will also be responsible for the management of programs designed to engage outback people including people with disabilities, mature-age, long-term unemployed, disadvantaged youth and Aboriginal Australians.

As part of a small team that provides advice to the Director of the Office of the OCA on matters across the Leigh Creek and broader community, the Community Development Officer may also be required to prepare high quality briefings and correspondence from time to time.

The Community Development Officer will also provide local support for the operations and management of DPTI Property Services assets in the township of Leigh Creek and surrounding areas.

Key Outcomes of the Role

The Community Development Officer - Leigh Creek is required to undertake a wide range of activities which may include all or any of the following:

- a. Implementing and/or coordinating assigned agency programs, projects, systems, policy development processes and/or services that are considered to be broad in scope and may include supporting related planning, change and improvement functions.
- b. Motivating and/or mentoring staff and controlling allocated resources to deliver assigned agency programs, projects, systems, policy development processes and/or services.
- c. Resolving complex issues with innovative solutions that are consistent with Agency objectives which may include developing and selecting new techniques and methodologies appropriate to the discipline and agency.
- d. Providing high level analysis, research, information and expert advice that will assist in the development of assigned agency programs, projects, systems, policies and/or services.
- e. Undertaking critical, sensitive and/or complex information, consultation and/or negotiation processes with stakeholders and across government agencies.
- f. Coordinating investigations and preparing reports and recommendations on matters of some complexity and sensitivity.
- g. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- h. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures

The position is based in Leigh Creek and extensive out of hours, on call and intrastate travel, particularly in the remote areas of South Australia, will be required.

Qualifications / Licences

- a. Current Australian Driver's License, experience in off road and 4wd vehicles is essential;
- b. Senior First Aid Certificate is desirable; and
- c. Experience with Microsoft Office suite of products including sound keyboard and computer literacy skills is essential.

Person Capabilities

- a. Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.
- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within span of assigned functions.

- f. High level analytical and research skills to evaluate complex information, provide expert advice and communications, and develop clear correspondence and reports with recommendations for time critical deadlines.

Delegate Approval

.....

Name

.....

Signature

Date: / /