

Position Vacant

Local Thriving Communities (LTC) Coordinator

Applications will remain open until filled.

How to Apply

1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

Address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes.

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees

4. Submit Application by

Applications can be e-mailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	Local Thriving Communities (LTC) Coordinator	Classification Level	Level 7 - 8
Department	Community, Cultural and Economic Development	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	Director of Community, Cultural and Economic Development	Location	Napranum
Nature of Employment	Full Time (Funded)		

PRIMARY POSITION OBJECTIVE/S

- Support the Local Thriving Communities Advisory Committee
- Establish a greater decision-making authority in service delivery and economic development through Local Thriving Communities (LTC) reform.
- Coordinate the implementation of the “LTC” initiative.
- Oversee the development of the LTC Committee Board
- Manage and enforce the development of governance and compliance.
- Ensure targeted and or identified goals are met.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people’s lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

- Support the operations and governance of the LTC Advisory Committee.
- Facilitate, manage, and coordinate the LTC Advisory Committee Meetings.
- Enforce action items arising from LTC meetings & share the implementation of policies & practices.
- Engage with community members, leaders, government and non-government organisations and community champions to establish and progress with community priorities.
- Facilitate, manage, and coordinate community and stakeholder meetings and engagement, including interagency coordination with all service providers.
- Program, plan, coordinate, and host LTC initiatives and activities.
- Work alongside Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (DSDSATSIP) regional staff to support the objectives of the initiative.
- Develop the capacity of the Advisory Committee to move towards establishing and sustaining a formal Local Decision-Making Body.
- Support Council and the Advisory Body to develop a Community Agreement for co-signing with the Queensland Government.
- Other duties within scope of the position level, as directed by the Director of Community, Cultural and Economic Development (CC&ED) Department.

SERVICE DELIVERY

- Plan, coordinate and monitor the day-to-day administrative and operational activities of the Advisory Committee and its activities.
- Facilitate skills development to support and strengthen governance and operations within the Advisory Committee.
- Assist in the advancement of a Community Agreement for co-signing with the Queensland Government.
- Implement effective policies and procedures specific to the achievement of the objectives of the Local Thriving Communities initiative.
- Provide expertise and advice to the Advisory Committee to enhance capacity and capability.
- Build positive relationships with internal and external stakeholders so to strengthen interagency coordination.
- Schedule and organise meetings and maintain meeting agendas.
- Coordinate liaison between the Advisory Committee and internal and external stakeholders involved in the Local Thriving Communities initiatives activities.
- Assist in the monitoring and maintenance of the grant funding budget.
- Establish, action, and promote enhanced accountability.
- Seek opportunities for leadership development.

CUSTOMER SERVICE

- Communicate and engage professionally with internal and external stakeholders.

ADMINISTRATION AND SUPPORT

- Always maintain confidentiality and work by the code of conduct of the local Council.
- Ensure an accurate record keeping process & information management system is followed and regularly updated.
- Be familiar with and observe the Council's policy and procedures.
- Attend staff meetings.
- At all times, adhere to safety principles, Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, and Codes of Practice. Refer to Council policies for the maintenance of a safe working environment within the team and the organisation.
- Provide, submit, and distribute written reports, routinely.
- Other duties within scope of the position level as directed.

MANDATORY ELIGIBILITY REQUIREMENTS

Passing of pre-employment health check inclusive of drug and alcohol testing.
Satisfactory and current Nationally Coordinated Criminal History Certificate.
Current Queensland Working with Children Blue Card (or the ability to obtain a Blue Card, within a 6-week period)
Current "C" Class Motor Vehicle Licence.
All other mandated legislative requirements that may be introduced during your employment.

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director of Community, Cultural and Economic Development.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements, and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors, when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence, and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

1. Preferable, but not essential, possess qualifications in community development, or a related field or experience in a similar role.
2. Knowledge in working for or with local government, government agencies or related organisations.
3. Demonstrated understanding of corporate governance.
4. Ability to engage, partner and work collaboratively with stakeholders and community to develop effective partnerships.
5. Proficiency in the interpretation and evaluation of service delivery and financial data.
6. Strong analytical and report writing skills.
7. Competency to identify strategies aimed to broker appropriate outcomes for Napranum and stakeholders.
8. Ability to apply appropriate communication styles and methods contemplating the audience and the desired outcome.
9. Well-developed organisational skills, including the ability to prioritise and meet deadlines, work independently and or within a team environment.

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.