



POSITION DESCRIPTION

Position Title:				Drought Support Officer
Business Unit:	Corporate & Community	Classification/Grade:	To be determined	
Employee No:		Reports to:	Manager Corporate and Community Services	
Location:	Coleambally, Darlington Point or Jerilderie	Positions reporting directly to this position:	Nil	

Primary Purpose of the Position

To assist Council with the development of projects, their submission, management and reporting under the Drought Communities Program. To support the community in all matters relating to drought related assistance and funding opportunities.

Key Duties/Roles And Responsibilities

- Assist Council with the development, submission, monitoring and reporting of initiatives approved under the Drought Communities Programme.
- Project management and delivery of identified Drought Communities Programme projects.
- Primary responsibility for aggregating and disseminating information about drought related assistance and funding opportunities.
- Monitoring, evaluation and reporting of projects funded under the Drought Communities Programme, ensuring Council's contractual obligations are achieved.
- Plan, manage and deliver drought related projects, events, workshops and initiatives to support the Murrumbidgee Council community.
- Source and disseminate relevant information on drought funding opportunities.
- Liaise directly with the community to assist in identifying drought related assistance and funding opportunities, and support community groups and/or community members in the development and submission of suitable drought initiative funding applications.
- Prepare internal reports to ensure Council is abreast of drought project status, achievements and emerging issues or trends.
- Monitor and identify emerging issues relating to the effects of drought, which may require referral to relevant agencies for information and/or response.
- Ensure high level, professional communications and promotion of drought initiatives aligned with Council's Policies and relevant funding guidelines.

Obligations

- Display a positive image to all Council stakeholders, both internal and external, relevant to the role. Act with integrity, be ethical and professional, and adhere to Murrumbidgee Council's Values;
- Conduct all duties in accordance with relevant Quality Assurance, WHS and Environmental Management procedures for all work activities;

Obligations Continued

- All employees have a legal obligation to comply with statutory and Council's WHS Management Systems, WHS Policies, procedures and work instructions;
- Where applicable, comply with Council delegation levels;
- Conduct all duties in accordance with Council's Code of Conduct, Plans, Policies And Procedures;
- Maintain physical capability to undertake duties appropriate to the role.

Authority and accountability:

- Provide a specialised/technical service in the completion of work and/or projects which have elements of complexity. Make recommendations within the employer and represent the employer to the public or other organisations.

Judgement and problem solving:

- Position requires the interpretation of information and development of suitable procedures to achieve agreed outcomes. Problem solving and decision making require analysis of data to reach decisions and/or determine progress. Typical judgements may require variation of work priorities and approaches.

Specialist knowledge and skills:

- Advanced knowledge and skills in areas where analysis of complex options is involved.

Management skills:

- Management of Drought Communities Program projects, including supervision, motivation and co-ordination of operational and/or other administrative/trades/technical employees and contractors to achieve specific outputs.

Interpersonal skills:

- Ability to lead and motivate staff, able to communicate with staff and the public, and use of persuasive skills to resolve problems or provide specialised advice.

Qualifications & Experience

- Previous experience in similar role. Project management experience, community care or social work fields;
- Class C drivers' licence.

Desirable Experience/Qualifications

- Recognised tertiary qualification in marketing, business management, event management, project management, counselling, social work or similar.

Authorisation:			
Prepared By:	General Manager	Date Issued:	August 2019
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.