



Position Description

Position Title: Community Development Officer

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: This position coordinates and delivers community engagement and community-led development activities across the district, including the administration of grants and funding for Council and community initiatives. It supports strong, trusted relationships with communities and ensures community perspectives are reflected in Council decision-making. The role leads Emergency Management welfare services, leveraging established community relationships to support coordinated and effective responses when needed.



DISTRICT VISION

Mā te whenua, mā te waiora tātou e ora ai hei hapori
ngangahau hei hapori honohono hoki.

We thrive together.
Vibrant, connected communities where our land and
waters are nurtured and our people flourish.

What you will do

- Undertake assigned duties and responsibilities according to your specialist workstreams- Grants, Funding, and Community Engagement.
- Plan, organise, and execute community engagement events across TDC.
- Administrate the grants and funding rounds through our Council systems and prepare associated reports for Council.
- Support communities with community-led development activities and the development of community plans.
- Attend community meetings across the district such as community meetings, community board meetings, Emergency Management Community hubs meetings, etc.
- Provide support to the communities with their community development plans.
- Liaise and collaborate with regional groups and funders active in supporting communities.
- Support the education of the community to apply for and attract funding.
- Collaborate across council where their functions relate to community engagement.
- Undertake the role of Emergency Management Local Welfare Manager leading staff during readiness and response.
- Chair the quarterly Emergency Management Welfare Group meetings.
- Support economic growth and development by enabling access to Council regulatory and infrastructure services.
- Identify and pursue funding opportunities for Council projects, including meeting funding requirements, preparing applications, and monitoring obligations.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Experience working in or with local government
- Flexibility with a strong work ethic; some of our community engagement may be outside normal 'office hours'.
- You need to be self-motivated, proactive, and organised.
- High personal integrity and excellent communications skills.
- Strong local (Tararua) community relationships
- Experience in collaborating with Iwi Māori.
- The ability to self-manage multiple projects.
- Sound risk management skills.
- Strong presentation skills.
- Qualified in Emergency Management including (these can be offered on the job);
 - Foundation,
 - Intermediate, and
 - Welfare function specific

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Community Development qualifications or experience.
- Project Management experience.
- Funding application experience.
- Workshop design and delivery experience.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures.
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold council partnerships with Rangitāne o Tamaki Nui-ā-Rua and Ngāti Kahungunu ki Tāmaki-nui-a-Rua, giving effect to the settlement acts and our memoranda of partnership, while actively growing understanding of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values.
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position.
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training.
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives.
- Maintain a high level of understanding of Council's role and functions, and keep up to date with current Council events, priorities and community projects.

Your reporting lines

Group Manager – People, Capability & Customer Engagement



Community Development Officer

Additional Information

Delegations

Number of people reporting to the role	0
Financial delegation	None
Contract delegation	None
Statutory delegation	None

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: