Position Description

Position title	Community Wellbeing Officer	Reports to	Community Wellbeing Coordinator
Department	Strategy and Development	Status	Full Time
Position classification	Level 3	Roles reporting to this position	Nil
Key stakeholders	o Council o Community o General Manager Strategy and Development o Community Services Manager	o Community Wellbeing Coordinator o Library Services Team o General Management group and Middle Management group	
Special conditions	o Class C Driver's licence o Flexible hours, may include after hours and weekends/public holidays for program or event delivery, including Australia Day. o General employment probity, Working with Children' check (and any other screenings as may be required) o Based at the Freeling North Office but may be required to work from other Council locations on occasions.		

Position Purpose

The Community Wellbeing Officer is responsible for supporting community participation, wellbeing and resilience through the delivery of community programs, outreach activities and capacity-building initiatives. Reporting to the Community Wellbeing Coordinator, the role develops and delivers community activities, leads SA Youth Week, supports the delivery of Australia Day and other Council events, administers event permit and grant application processes, and assists community groups to access funding and development opportunities. Through community outreach and stakeholder engagement, the position strengthens community connections, encourages participation, and supports the implementation of Council's strategic community development priorities, including initiatives that promote social inclusion, health, safety and community wellbeing.

Our Vision, Mission and Values

Vision

“Respecting the past, partnering with our community, and sustainably creating our future”

Mission

To be regarded as an exemplary Council that puts the people of Light first, while creating a place that is also welcoming to visitors. Through the services we deliver, we will provide the basis for a community that can grow sustainably, but always within our environmental and financial means.

Our Values

As a Council we will be guided at all times by:

- Foundation values of respect, honesty and integrity;
- Showing leadership;
- Having a constant awareness of the community we serve;
- Our need to be financially viable (through the core principles of Growth, Reform Innovation and Discipline);
- Striving for quality outcomes; and
- A focus on achieving positive environmental sustainability outcomes from Council’s activities.

These values express how the Council operates, lives, breathes and expresses itself through its daily duties.

Position Link to the Strategic Plan

Pillar	Descriptor
Goal - Community	A vibrant country community, growing sustainably, with housing, services and places that support a healthy and happy life for all. Providing quality skills education opportunities to the community.
Goal - Transport	Quality road, path, public and community transport networks that make it easy to get around.
Goal - Sustainability	A thriving, healthy and resilient community working together to protect and restore our environment now and for the future.
Goal - Leadership	An inclusive, accountable, and collaborative Council that supports business and community.
Ongoing Services	Community events Community engagement Governance improvements (e.g. update policies, plans and procedures to align with amended legislation, new standards, or emerging risks etc.) Libraries, community, and visitor information centres
Other Plans	Council Disability Access and Inclusion Plan (DAIP) Regional Public Health and Wellbeing Plan Library Strategic Plan Environmental Sustainability Strategy and Action Plan. Long Term Financial Plan (LTFP)

Required behaviours

Core behaviours	Descriptor
Self-awareness	o Shows strong emotional intelligence in effectively managing a range of situations. o Has insight into own strengths and development areas and uses this to learn and grow. o Is open to feedback, including constructive feedback & takes action to address development areas. o Proactively seeks opportunities to broaden skills, leadership and personal impact.
Drives performance	o Achieves results through being focused and working with the intention of creating results that benefit the stakeholders in any given situation, creating value through accomplishments. o Motivates others to achieve positive outcomes.
Collaborates to achieve value-add outcomes	o Fosters an environment that emphasizes knowledge sharing and group participation. o Values, seeks and draws upon a broad range of views before drawing conclusions.
Inspires, connects and motivates	o Able to be their authentic self. o Connects with and advocates the team's vision, mission, values and behaviours. o Understands how their individual role serves the functional (department), business and corporate strategy and inspires their peers through the results they deliver.
Champions change and innovation	o Models and maintains a positive constructive approach to change for the team. o Actively encourages and supports creative thinking in self and team and has courage to think outside the box. o Is prepared to fail but determined to make a positive difference. o Encourages team to identify and report issues, and promptly addresses them.
Lives the values	o Actively lives and demonstrates the team's values as well as Council values i.e. Leadership; Environmental and Financial Sustainability; and Respect/Honesty/Integrity in all work activities. o Understands how the values relate to their work role. o Recognises and celebrates collaborative teamwork. o Pro-actively addresses situations where the values are not being displayed i.e. not afraid to catch and call.

Required skills

People & leadership competencies	Descriptor
Effective verbal communication	o Ability to speak confidently, clearly, and with humility (E). o Takes an inclusive approach to communication, recognising the diverse needs of internal and external customers (E). o Understanding of audience, tone, language, the active listening (E). o Excellent literacy skills (E).
Ability to build and maintain relationships	o High emotional intelligence with an ability to build trust, mutual respect. o Mindful, welcomes diversity, open communication, respecting individual contributions and styles.
Effective time management and ability to prioritise tasks	o Plan, prioritise and allocate tasks to meet individual, team and corporate objectives within the required timeframe.
Understand and navigate the organisation	o Strategic focus and alignment. o Seek business opportunities. o Political acumen. o Actively participates in organisational initiatives and improvements.
Technical and administrative competencies	**Descriptor**
Qualifications. Experience and Knowledge	**Qualifications** o Certificate IV or Diploma in Community Services, Community Development, Human Services, Event Management, Social Planning, Local Government, Public Administration, or a related discipline. Desirable: o Additional training or qualifications in project management, event management, grant administration, disability inclusion, public health, stakeholder engagement, or related fields. **Experience** o Demonstrated experience in community development, community engagement, community services, local government, or a related field. o Demonstrated ability to deliver responsive customer service while building and maintaining effective relationships with community groups, volunteers, the public and key stakeholders.

	o Experience developing, coordinating and delivering community programs, projects, activities and events. o Experience supporting community groups through capacity-building initiatives, including identifying training, development and funding opportunities. o Experience coordinating community events, including event planning, approvals, permits, stakeholder liaison and risk management. o Experience researching, preparing or assisting with grant applications, funding submissions and externally funded projects. o Experience preparing reports, correspondence, promotional material and other documentation. o Demonstrated ability to manage competing priorities, exercise initiative and work effectively with limited supervision. Desirable: o Experience within a local government environment. o Experience supporting the implementation of community wellbeing, public health, disability inclusion or other strategic community initiatives. Knowledge and Skills o Sound understanding of contemporary community development, community engagement and capacity-building principles and practices, including inclusion, accessibility and diversity considerations. o Knowledge of the needs, challenges and opportunities facing community groups, volunteers and not-for-profit organisations. o Knowledge of the planning, delivery and evaluation of community programs, projects and events, including project management and risk management principles. o Well-developed stakeholder engagement, interpersonal and communication skills, including the ability to develop partnerships and prepare reports, submissions, correspondence and community information. o Understanding of grant funding programs, sponsorship opportunities and external funding processes. o Strong organisational and administrative skills, including the ability to manage multiple priorities and proficiency in Microsoft Office applications, databases, records management systems and other business software.

	Desirable o Knowledge of local government legislation, policies and procedures relevant to community services, events and community development. o Understanding of public health, community wellbeing and social planning principles, including Disability Access and Inclusion Plans and Regional Public Health Plans. o Knowledge of local community networks, services and emerging community issues within the Council area.
Community Development and Support	Under the general direction of the Community Wellbeing Coordinator, the role will assist with the following administrative functions, including (but not limited to) Community Partnerships and Outreach o Assist in maintaining effective relationships and partnerships between Council, community organisations, government agencies, regional networks and neighbouring councils. o Identify and facilitate outreach opportunities that strengthen relationships between Council, community members, organisations and key stakeholders. o Facilitate collaborative initiatives that strengthen community capacity, participation and wellbeing. Community Programs and Strategic Initiatives o Development, coordination and delivery of community programs, activities and events. o Implementation of the Regional Public Health Plan and Disability Access and Inclusion Plan and other plans as required. o Promote equitable access to Council and community services. o Support, guide and coordinate Community Service volunteers involved in Council programs and events where required. Community Capacity Building o Support community groups through advice, advocacy, capacity-building initiatives, training opportunities and assistance in identifying and accessing funding opportunities. o Assist community organisations to build resilience, capability and sustainability. Event Administration o Assess and administer Event Permit applications in accordance with Council policies, procedures and legislative requirements, maintaining accurate records, documentation and correspondence throughout the approvals process.

	o Support the planning and collaborative delivery of Council events (such as Australia Day) and provide advice regarding community-led events.
Funding and Administration	Under the general direction of Community Wellbeing Coordinator the role will be responsible for (but not limited to): o Prepare correspondence, reports and submissions relating to community development initiatives, programs and advocacy. o Assist with policy development, service planning and continuous improvement initiatives aligned with Council's strategic objectives. o Assist in identifying external funding opportunities and contribute to the preparation and administration of grant-funded projects. o Assist in the administration of community funding and grant programs in accordance with Council policies and procedures. o Research, preparing or assisting with grant applications, funding submissions, externally funded projects and advocacy submissions.
Policies and compliance	o Maintain awareness and compliance with all Council and Administrative Policies, Procedures and Codes. Where applicable, ensure all work is undertaken within properly delegated authority, and is compliant with relevant legislation.
Records Management	o Ensure Records Management activities are in accordance with Council policies and procedures and in accordance with the State Records Act 1997, Freedom of Information Act 1991, and Local Government Act 1999.
Work, Health and Safety	o Read and comply with all Council policies, procedures and instructions in relation to work, health and safety (WHS) and injury management/return to work. o Ensure a full understanding of legislative Work Health Safety and Injury Management/Return to Work responsibilities and accountabilities. o Report and respond to hazards, incidents or near misses, action safety reports and actively participate in investigations. o Participate in safety inspections in accordance with legislative and internal Council requirements. o Actively contribute to WHS training needs analysis and attend all relevant WHS induction and training. o Actively support WHS consultation and communication processes.

	o Take reasonable care of your own safety and ensure your actions do not adversely affect others in the workplace including being under the effects of alcohol or drugs. o Actively maintain a safe working environment.

Position Key Performance Indicators

Effective engagement with community groups and stakeholders, evidenced by positive feedback and support outcomes.
Enquiries are resolved efficiently, with customers receiving accurate information, appropriate referrals and timely support in accordance with Council's Customer Service Charter.
Successful delivery of SA Youth Week events, Council's Australia Day event and Citizen of the Year Awards program, and other community programs through the timely completion of assigned responsibilities and achievement of key objectives.
Community wellbeing initiatives have been successfully delivered and evaluated, resulting in increased opportunities for community participation, social connection and inclusion.
Support the coordination of community service volunteers and provide practical assistance to library staff and volunteers in the successful delivery of community programs and services.
Assistance provided to community groups and Council in identifying and accessing funding opportunities.
Progress and deliver allocated actions under the DAIP, RPHP and other adopted Council strategies, meeting agreed milestones and reporting requirements.
Accurate reporting, legislative compliance, effective record management and positive contribution to team objectives.

Confidentiality

Security and confidentiality are a matter of concern for all persons who have access to information systems. Each person accessing the Light Regional Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information.

Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard.

- Respect the privacy and rules governing the use of any information accessible through the information management system or network and only utilise information necessary for the performance of work duties.
- Respect the procedures established to manage the use of the information management and systems.
- Do not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available in accordance with the Light Regional Council Employee Code of Conduct.
- Do not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.
- Do not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or report, an inaccurate or misleading entry.
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it.
- Understand that all access to systems will be audited regularly.

Persons breaching this standard either during or after serving as an employee of the Light Regional Council, may be subject to penalties, including disciplinary action and dismissal.

Disclaimer

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Job description authorised by	Pepper Mickan	Signature	
Job description agreed by		Signature	
Date job description commenced		Date job description last reviewed	17 November 2026