

POSITION DESCRIPTION

Position Title:	Community Development Specialist
Position Number:	1505
Group:	Corporate & Community Services
Business Unit:	Community Service Delivery
Reports To:	Manager Community Service Delivery
Grade:	
Hours Of Work:	35
Last Date of Review:	May 2026
Last Date of Evaluation:	

Role Function Summary

The Community Development Specialist provides strategic leadership and operational delivery of Council's community development function. The role is responsible for the development, implementation and evaluation of key community strategies, plans and initiatives that strengthen community wellbeing, inclusion, participation and resilience across the Singleton LGA.

The position leads strategic planning in community development, social inclusion, reconciliation and accessibility, while also coordinating programs, partnerships, funding opportunities and community engagement activities that deliver measurable outcomes for the community. The role acts as a key advisor to Council, community stakeholders and internal business units on emerging social issues, legislative requirements and best-practice community development approaches.

Key Responsibilities (Major and Essential Job Functions)

- Lead the development, implementation, monitoring and review of Council's Community Development Strategy, Disability Inclusion Action Plan, Reconciliation Action Plan and other community-related strategies, plans and frameworks, working collaboratively with internal stakeholders, community representatives and advisory committees to achieve agreed outcomes.
- Provide specialist strategic advice to Council, Executive Leadership Team and internal stakeholders on community development, social inclusion, accessibility, reconciliation and emerging community issues.
- Act as Council's lead advisor to the Aboriginal Reconciliation Committee and Disability Advisory Committee, providing expert advice on community development, inclusion, accessibility and reconciliation matters, and supporting the progression of committee priorities and outcomes.
- Monitor legislative, policy and sector developments and ensure Council's community strategies, plans and programs remain contemporary, compliant and aligned with community needs.
- Apply Asset Based Community Development (ABCD) principles and contemporary community development practices to build local capacity and sustainable community connections.

- Participate in relevant interagency networks, committee, working groups and forums to strengthen coordination, information sharing and advocacy on community priorities.
- Develop and maintain effective partnerships with government agencies, non-government organisations, community groups, businesses and service providers to support collaborative community outcomes.
- Research, support and coordinate grant funding opportunities, including preparation of submissions, reporting and acquittal requirements.
- Prepare high-quality reports, evaluations, briefing notes and statistical data to support effective program delivery, strategic planning and continuous improvement. Collaborate with Council and community stakeholders to initiate, develop and implement plans and strategies that respond to evolving legislative and regulatory requirements related to community development.
- Undertaking all duties in accordance with Council policies, legislative requirements, Work Health and Safety obligations and Child Safe Standards, promoting safe, inclusive and respectful environments.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required by the business from time to time that are within the skills, competence, and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission, and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Values and Behaviours	Council has five values that guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: Accountable: We know what we do, and do what we say Connected: We work together to create community Integrity: We do the right thing Care: We are people who care Adaptable: We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will always display and promote safety in the workplace.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management, and quality assurance as they relate to this position.
Child Safety	This position is identified as "child-related employment". A Working with Children Check verification is a requirement of this role. We have a zero tolerance of child abuse and will take allegations seriously, responding quickly and consistently in line with our Child Safe Framework.

Organisational Relationships

Internal Relationships:	• Manager Community Service Delivery • People Leaders • Council Teams • Council Staff
External Relationships:	• Community and Stakeholders • Government and Sector Agencies • Education, Health and Support Services • Cultural and Community Networks
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Degree qualification in Community Development, Community Services, Social Sciences or a related discipline, with demonstrated experience in community development and capacity building initiatives.
- Demonstrated understanding and application of contemporary community development principles, social inclusion and place-based approaches.
- Demonstrated experience developing, implementing and evaluating community programs, projects and engagement initiatives, including identifying emerging community needs and service gaps.
- Highly developed communication, stakeholder engagement and partnership skills, including the ability to work collaboratively with government agencies, community organisations, service providers and community members.
- Demonstrated organisational, reporting and administrative skills, including grant funding support, report writing, time management, and compliance with Child Safe Standards, Work Health and Safety requirements and legislative obligations.

Desirable Criteria:

- Previous experience working within Local Government or the community services sector.
- Experience in strategic community planning, interagency coordination and place-based service delivery models.
- Experience working with vulnerable or priority populations, including children and young people, Indigenous communities and diverse community groups.
- Experience in project management, policy development, program evaluation, grant management and continuous improvement processes.

Licences and Tickets:

- Current Class C drivers' licence
- Working with Children Check (valid and verified)

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓							✓			
Walking			✓									
Standing			✓									
Bending			✓									
Squatting			✓									
Climbing				✓								
Kneeling			✓									
Twisting			✓									
Lifting			✓									
Driving			✓									

If manual lifting is required, ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☒	No	☐	Repetitive Hand Movements	Yes	☒	No	☐
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	☒	No	☐	Simple Grasping (hold bottle)	Yes	☒	No	☐
Power Grasping (tight grip)	Yes	☐	No	☒	Power Grasping (tight grip)	Yes	☐	No	☒
Pushing Pulling (to from body)	Yes	☒	No	☐	Pushing Pulling (to from body)	Yes	☒	No	☐
Fine Manipulation (fine finger)	Yes	☒	No	☐	Fine Manipulation (fine finger)	Yes	☒	No	☐

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces	✓	Work with Children
	Working with bitumen		Hospitality
	Working with concrete		Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Community Development Specialist**

Employee:

Skill Progression Requirements ☑ Step Achieved	Salary Step	N/A	1	2	3	4
Diploma qualifications in social sciences, community services, community development or relevant discipline, current WWCC, Drivers Licence	1					
Demonstrate understanding of basic community development principles and supports delivery of community programs and activities	1					
Build positive working relationships with internal staff and community members	1					
Assists with coordination and administration of community programs, events and activities	1					
Demonstrates effective written and verbal communication skills and prepares basic correspondence and documentation	1					
Works independently, manages competing priorities and contributes positively to team objectives and continuous improvement	2					
Applies community development and ABCD principles in day-to-day work and contributes ideas to improve community outcomes	2					
Effectively engages with community groups, service providers and stakeholders to support collaborative activities and projects	2					
Coordinates community projects and activities, ensuring delivery within agreed timelines and operational requirements	2					
Prepare reports, promotional material and program documentation with limited supervision	2					
Demonstrates initiative, problem solving and sound professional judgement while mentoring or supporting others where required	3					
Independently develop and implement community development initiatives that respond to identified community needs and strengths	3					
Develops and maintains productive partnerships and represents Council within interagency networks and community forums	3					
Independently plans, delivers and evaluates programs and projects, including risk management, community consultation and outcome measurement	3					
Produces high-quality reports, evaluations, briefing notes and funding submissions, adapting communication to diverse audiences	3					
Demonstrate leadership capability covering the duties of Manager Community Service Delivery, contributes to strategic planning and policy development	4					
Provides leadership and strategic advice on community development practices, emerging trends and place-based approaches across Council and the community sector	4					
Leads complex stakeholder relationships, facilitates cross-sector collaboration and influences strategic community outcomes and partnerships	4					

Leads complex or high-impact initiatives, identifies service gaps and develops innovative responses aligned with strategic priorities and emerging community needs	4					
Provides strategic reports, presentations and recommendation to leadership, stakeholders and external agencies on complex community matters	4					

Authorisation:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Employee Name

Signature

Date

Skills Review Year (eg 2025): _____ **Position:** Community Development Specialist

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on employees skill progression:

Employee's Comments:

Name

Signature

Date

Coordinator's Comments:

Name

Signature

Date

Manager's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☒ Proposed Salary Step Placement				