

Community Development Advisor – Welcoming Communities

UNIT/TEAM

Communities, Partnerships & Business

REPORTS TO

Community and Social Development Manager

ROLE PURPOSE

Acting as a conduit between community and Council, the Community Development Advisor – Welcoming Communities supports, encourages and facilitates community-led projects, community funding, community capacity building and the implementation of the Community and Social Development Action Plan to improve community wellbeing in line with identified needs and aspirations of the community.

The CDA will be responsible to lead and coordinate the Welcoming Communities programme for Horowhenua District Council.

HOROWHENUA 2040 VISION

Growing neighbourhoods and building stronger communities together.

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana - With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

COUNCIL'S VISION

Working together to take Horowhenua from good to great.

COUNCIL'S MISSION

In achieving our vision we will ensure that we are working towards:

- Customer Excellence
- Operations Excellence
- Product Excellence
- People Excellence

OUR VALUES

Greatness

We never settle until our good is better and our better is great!

Real unity

We make it happen, together!

Energy

We use our energy to perform and succeed!

Achievement

We deliver exceptional results!

Trust

We create trust by living with integrity!

KEY RESULT AREAS

KEY RESPONSIBILITIES	SUMMARY OF OUTCOMES
<p><i>Empower local geographic neighbourhoods, communities and community groups to enhance their own overall wellbeing.</i></p>	<p>Identify, initiate and practically support opportunities for neighbourhood, voluntary and community groups to collectively improve community wellbeing.</p> <p>Ensure information is appropriately shared between Council and community</p> <p>Ensure community is well informed about Council activities including, but not limited to, community service activities</p> <p>Foster internal coordination between Council teams to encourage a joined approach to engaging with community and the achievement of successful community projects / initiatives</p> <p>Foster internal coordination between Council teams to encourage a joined approach to engaging with community and the achievement of successful Council delivered actions.</p> <p>Foster collaboration between relevant parties in relation to community projects and the achievement of community wellbeing</p> <p>Identify and engage with communities and community groups to encourage community projects and participation</p> <p>Provide advice on best practice community development models and evidence based practices to assist achievement of community vision, goals and priorities</p> <p>Utilise different communication media such as social media, forums, focus groups, newsletters, etc. effectively to communicate effectively</p> <p>Encourage collaboration between government and non-government agencies to assist achievement of community wellbeing outcomes in partnership with communities</p>
<p><i>Plan, coordinate and deliver initiatives, programmes, and projects that enhance community wellbeing and are aligned with community needs, with a focus on target populations</i></p>	<p>Facilitate the planning , development, implementation and review of action plans with a particular focus on target populations and strategic priorities of the Community Wellbeing Committee</p> <p>Promote the value and importance of building social capital, community cohesion and community resilience as outcomes in programmes and activities</p>

	<p>Manage conflicts to prevent destructive actions which could potentially have a negative impact on cohesion</p> <p>Ensure effective planning, project management, implementation, and evaluation of all community programmes, events and activities take place</p> <p>Actively foster volunteerism and volunteer participation and the recognition of the importance of volunteering and volunteers.</p> <p>Ensure community projects and events that Council is involved with comply with relevant legislation, are safe for staff and participants and promote social inclusion.</p> <p>Contribute to the achievement of goals and objectives in the Communities, Partnerships & Business Group's Business Plan</p> <p>Ensure a variety of populations such as families with children, the elderly, and people with disabilities, etc. are provided with access to relevant and effective programmes, services and activities.</p> <p>Provide advice to Council management in relation to risks and potential impacts and opportunities associated with Council strategic priority planning</p> <p>Foster a sense of ownership and empowerment with communities and key stakeholders to ensure local initiatives are implemented and benefit the local community as intended</p> <p>Promote and deliver a broad range of accessible and relevant capacity building programmes for volunteer based community groups</p>
<p><i>Welcoming Communities Coordination</i></p>	<p>Lead the Welcoming Communities programme for Horowhenua District Council.</p> <p>Develop and implement a Welcoming Communities plan with a clear action plan.</p> <p>Work in partnership with the Tangata Whenua / Iwi to ensure Mana whenua have full opportunity to participate and engage in Welcoming Communities planning and activities.</p> <p>Facilitate the regular review and updating of the Welcoming Communities plan supporting its role as a driver of positive change within Horowhenua</p>

	<p>Actively champion the Welcoming Communities programme and its projects</p> <p>Prepare and submit funding applications to support projects and partner organisations in the delivery of 'welcoming' initiatives</p> <p>Provide advice and support to the Welcoming Communities group/network, senior management, elected members and key stakeholders.</p> <p>Identify and grow community capacity that enables local people to drive community led initiatives and actions in support of the Welcoming Communities pilot, and sustains effective community leadership.</p> <p>Develop and maintain information flow to all interested parties through community network meetings, public forums, consultation seminars and specific liaison groups.</p> <p>Be HDC's representative and build constructive relationships with community groups, central government agencies, NGOs, and other stakeholder groups.</p> <p>Provide support, guidance and assistance to the community to support refugee resettlement.</p> <p>Work alongside Iwi Partners, settlement agency, Immigration NZ, MBIE and Community groups to understand and progress refugee resettlement actions as appropriate.</p>
<p><i>Encourage and promote the role of arts, culture, recreation, and leisure as a positive contributor towards community wellbeing and healthy social cohesion within the local community</i></p>	<p>Work with community groups and communities to ensure a range of opportunities are provided for residents and communities to participate in a wide variety of arts, cultural, recreational and leisure activities</p> <p>Facilitate, deliver and promote a range of arts and culture projects across the district</p> <p>Maintain and grow recreation and leisure activities for residents and the local community</p> <p>Initiate and cultivate strategic community and business relationships to encourage growth of existing or developing arts and culture projects, recreational, and/or leisure activities for the relevant community groups</p> <p>Provide advice and information that promotes arts, culture, leisure, and recreational activity development within Council and the local community</p>

	<p>Provide strategic input and advice to inform sound business planning within Council around arts, culture, recreational and leisure activities and strategies</p> <p>Facilitate planning, implementation and review of Arts, Culture, History and Heritage Plan with a broad range of community partners.</p>
<p><i>Report as well as provide strategic, policy and planning advice</i></p>	<p>Prepare reports for Council and Community Wellbeing Committee</p> <p>Prepare business cases / evaluation reports regarding community activities, programmes, projects and events</p> <p>Provide input in to policy development for Council as and when required</p> <p>Gather relevant information and evaluation in relation to community development initiatives</p> <p>Participate actively in Community and Social Development Team planning and delivery</p> <p>Provide advice to ensure that community engagement and development activities and programmes meet best practice standards</p> <p>Informing and delivering on Communities, Partnerships & Plans, goals and priorities</p> <p>Facilitate and coordinate strategic projects with a particular focus on strategic projects emanating from Community Wellbeing Committee.</p> <p>Undertake research and analysis to inform strategic wellbeing responses internally and externally</p> <p>Evaluating and reporting on project/ initiative outcomes</p> <p>Encourage a strategic and collaborative approach to internal and external social, safety, health, education and employment initiatives</p> <p>Educate and advocate in relation to best practice community development approaches internally and externally</p>
<p><i>Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis.</i></p>	<p>Additional tasks, duties or responsibilities as directed by the manager.</p> <p>Assist any other department of Council when required and as agreed.</p> <p>Participate and contribute to management support initiatives.</p> <p>Process all Council information as per approved electronic records management system and procedures.</p>

Customer Focus	Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.
Organisational Support	<p>Participates in Emergency Management activities.</p> <p>Approved procedures, information systems and policies are documented and complied with.</p> <p>Develop, maintain and extend professional knowledge and contacts.</p> <p>Participates in Council's performance management programme.</p>
<p>Occupational Health and Safety</p> <p><i>Take all reasonable practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</i></p> <p><i>Demonstrate a personal commitment to Health and Safety in accordance with HDC's Health and Safety Policy</i></p>	<p>Hazards are identified and control measures followed.</p> <p>Work-related accidents, incidents and illnesses are reported through the HDC health & safety programme PeopleSafe.</p> <p>Emergency procedures are followed.</p> <p>Actively participates in improvements to, and ongoing management of health and safety in the workplace.</p> <p>Personal protective equipment is worn/used correctly, including as required to comply with requirements of contractor controlled worksites.</p> <p>Safe work practices are demonstrated.</p>

DELEGATIONS

Direct Reports	No
Financial	<p>Annual Operating budgets would apply as approved by the Chief Executive Officer.</p> <p>Will exercise formal delegations in relation to operational, staffing and budget as assigned by the Chief Executive Officer.</p> <p>Financial delegation is \$5,000 for operational expenses within an approved budget and \$5,000 for capital expenses within an approved budget.</p> <p>Statutory delegation would apply as approved from Council from time to time</p>
Warrants Required:	N/A
Legislative Function:	N/A

COMPETENCIES

A successful Community Development Advisor – Welcoming Communities at HDC will demonstrate the following competencies:

- **Achievement** - Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations.
- **Communication** - Communicate in a clear, confident and articulate manner. Is effective at influencing others.
- **Implementation** - Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.
- **Resilience** - Remains calm, composed, and optimistic in stressful or high pressure situations.
- **Self-Insight** - Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
- **Strategic Agility** - Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
- **Business Acumen**- Maximise returns in the business is future-orientated and strategic and seeks areas for business improvement.
- **Teamwork** - Supports and collaborates with team members to achieve targets.
- **Mental Power** – Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts.

EXPERIENCE/QUALIFICATIONS

Essential:

- A good understanding of processes and regulations in one or more of the relevant disciplines.
- Knowledge relating to local Authority processes and procedures
Good computer skills including Microsoft office skills
- Willingness to undergo pre-employments checks and screenings such as psychometric assessments, drug- and alcohol testing, etc.
- A current and valid NZ driver's license
- Willingness to attend meetings and events outside office hours. The role will require multi-disciplinary working over a range of services and as such the job-holder will be required to upskill themselves in initial areas of weakness.

Job Specific Knowledge and Skills:

- For this role, qualifications or extensive experience working with diverse communities would be advantageous
- Sound knowledge of local government procedures, protocol and policies
- Ability to analyse and establish new policies and procedures
- Ability to communicate on an advanced level.
- Should have an advanced knowledge on the principles of customer care and service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

- Presentation and communication skills with knowledge of sound ways to inform audiences (individuals or groups) through written, oral and visual media.
- Sound knowledge and understanding of Community-Led Development
- Event and Programme Management
- Excellence in Customer Services
- Relationship Management skills
- Ability to convey concepts or information with clarity and accuracy
- Ability to manage a varied workload and competing demands
- Role model values of honesty, respect and responsibility
- Flexible and able to adapt to change in the workplace

KEY RELATIONSHIPS

Internal:

- Community and Social Development Manager
- Community Wellbeing and Engagement Manager
- Cultural and Community Centre Manager
- Library Services Manager
- Aquatics Manager
- Customer Services Officers and Customer Service Officers – Students
- Library Assistants
- Council Facility Managers
- All staff of Libraries and Te Takeretanga o Kura-hau-pō
- All staff of Te Awahou Nieuwe Stroom
- All staff of Aquatics Centre
- Horowhenua District Council staff

External:

- Community and customers
- Volunteers and voluntary groups
- Government departments and agencies
- External service providers
- Community groups and organisations
- Event organisers
- Funders (government, philanthropic and corporate)

CIVIL DEFENCE DUTIES

All staff of Horowhenua District Council may be required to undertake Civil Defence duties in the event of an emergency, training will be given as appropriate.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.