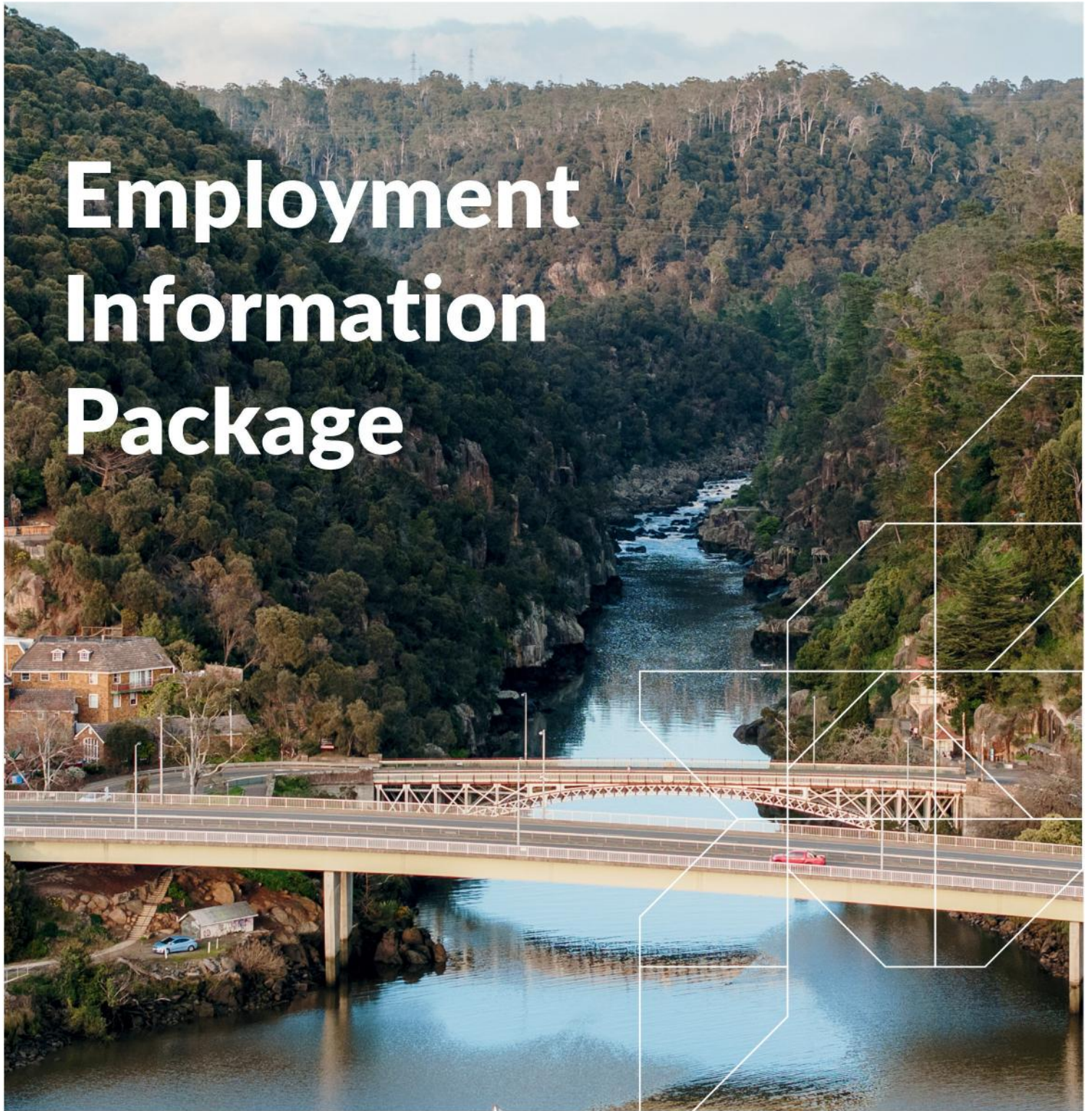


# Employment Information Package



## Community Development Officer

**Position number:** POS1915

**Enquiries:**

**Name:** Matthew Jordan

**Position:** Senior Leader Community Place and Wellbeing

**Phone:** 03 6323 3249

**Email:** [matthew.jordan@launceston.tas.gov.au](mailto:matthew.jordan@launceston.tas.gov.au)

**Application closing date:** MONDAY 8 JUNE 2026

📍 Town Hall  
18-28 St John Street  
Launceston TAS 7250

✉️ PO Box 396  
Launceston  
TAS 7250

☎️ 03 6323 3000  
@ [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)  
🌐 [launceston.tas.gov.au](http://launceston.tas.gov.au)

 City of  
**LAUNCESTON**

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**Address applications to:**

Senior Leader People and Culture

City of Launceston

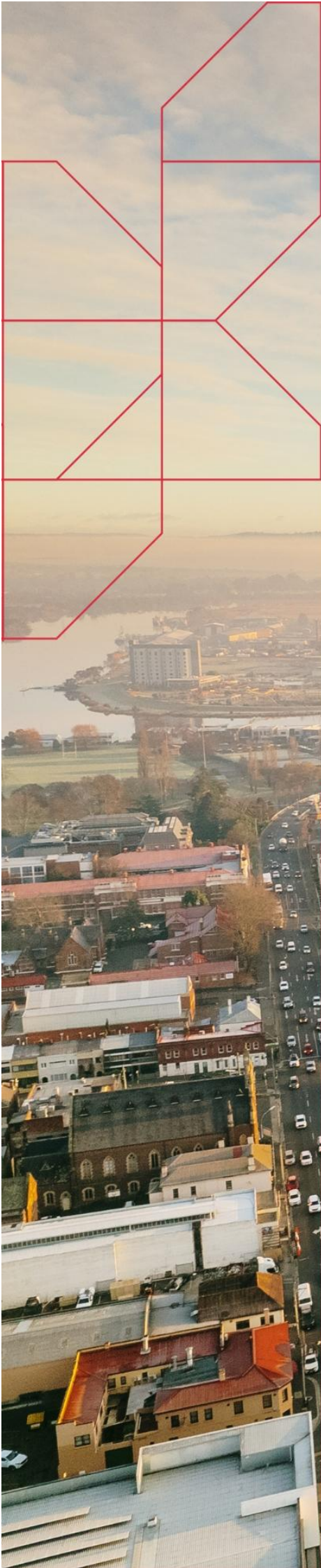
PO Box 396

LAUNCESTON TAS 7250

**Email address:** [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





# About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

**Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.**

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

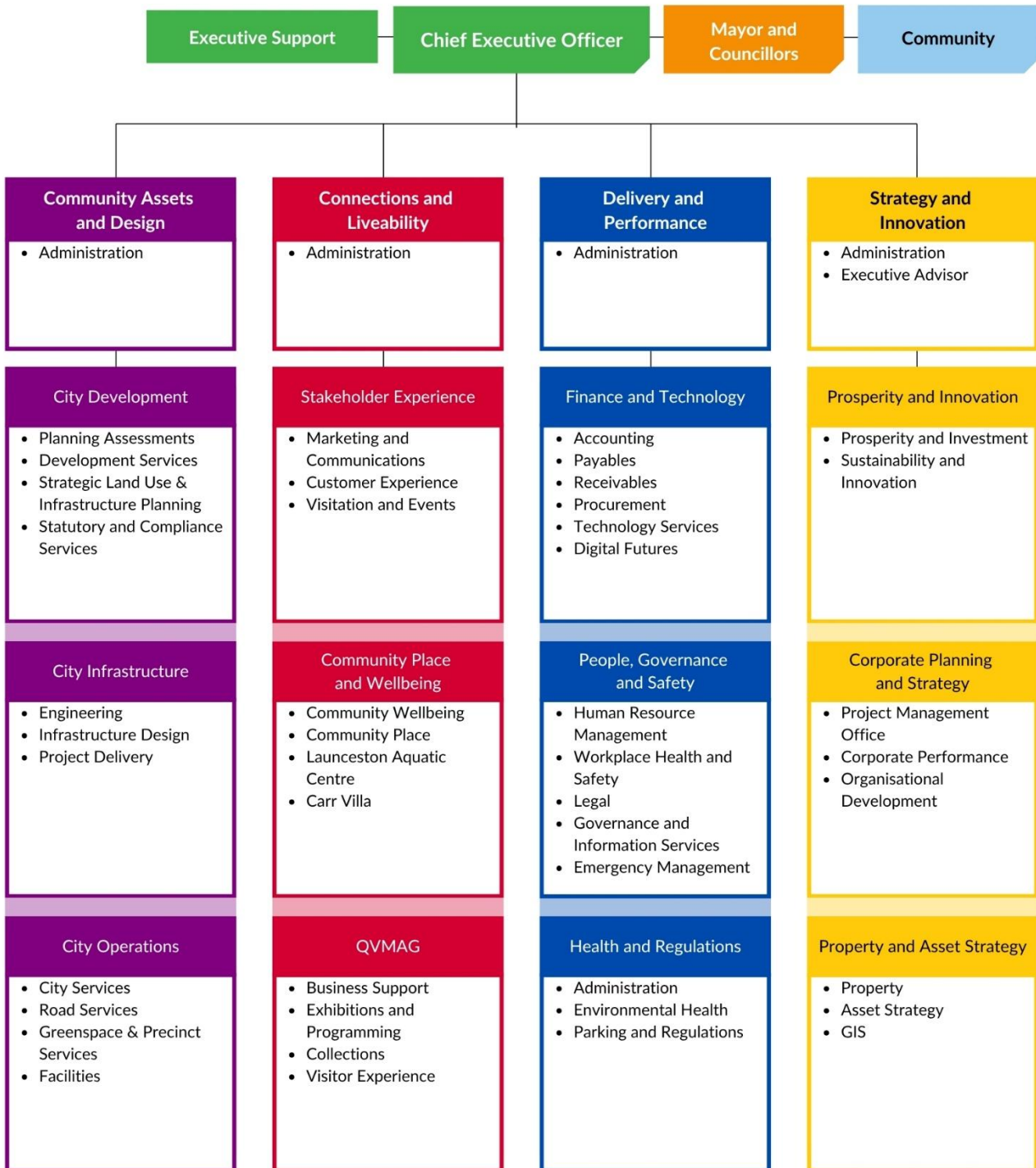
Click [here](#) to view City of Launceston's strategic and annual reporting.

## **The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.**

**An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.**

### **Employee benefits offered by the City of Launceston include:**

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances



# Organisational values

**At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.**

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



## OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



## WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



## WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



## WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

# Information for applicants

**At the City of Launceston, diversity isn't just something we celebrate – it's key to our success.**

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger – our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

**City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.**

Please read this information carefully, as it will help you with the preparation of your employment application.

**When applying for this position, you must provide the following documentation:**

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

**The online Application for Employment can be [accessed here](#)** (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

**If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au), noting your preferred method of communication and contact details and a member of the team will be in touch.**

# Recruitment steps

## 1. Application received

## 2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

## 3. Interview

## 4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

*All costs covered by City of Launceston*

## 5. Suitability determination and preferred candidate identified

## 6. Letter of Offer



# General conditions of employment

<b>Position title</b>	Community Development Officer
<b>Employment terms</b>	Permanent full time
<b>Working pattern</b>	Compressed 4 day work week or 9 day fortnight 76 hours per fortnight
<b>Total remuneration</b>	\$102,844 to \$117,129 per annum* (Applicable from 13 July 2026) <i>*Total remuneration includes superannuation, as detailed below</i> <b>Base salary</b> \$89,235 to \$101,630 (Applicable from 13 July 2026)
<b>Superannuation</b>	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

# Position Description

PF NUMBER:		POS NUMBER:	POS1915
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POSITION TITLE:	Community Development Officer
AWARD CLASSIFICATION:	Grade 5
EMPLOYEE:	
TEAM:	Community Wellbeing Community Place and Wellbeing Connections and Liveability
REPORTS TO:	Team Leader Community Wellbeing
PREPARED BY:	Ali Kemp
DATE:	April 2026

APPROVED BY:	
NAME:	Ali Kemp
POSITION:	Executive Leader Connections and Liveability

## POSITION PURPOSE (Why does this position exist)

This position will develop strategic and innovative approaches to determine and facilitate appropriate strength-based initiatives within a community development framework.

As part of the Community Wellbeing Team, this position is responsible for planning, coordinating and delivering community development programs and projects that build community capacity, inclusion and resilience. The role works directly with community members, community groups and service providers to identify needs, strengthen local capability and support positive wellbeing outcomes for residents of Launceston, with a particular focus on individuals and communities experiencing vulnerability.

The position works collaboratively within the Community Wellbeing Team and across Council to ensure a coordinated, place-based approach to community development. This includes building strong internal partnerships, contributing to cross-team initiatives, sharing knowledge and expertise, and aligning programs and projects with organisational priorities, strategies and policies. The role also supports effective collaboration with external stakeholders to maximise community outcomes and ensure services and initiatives are responsive, inclusive and sustainable.

The Community Development Officer will prepare and deliver an annual work plan that creates strong, supported, connected and thriving communities. This position will work with a range of government departments, non-government organisations (NGOs), agencies, community groups and other stakeholders.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

# OUR VALUES

- Our people matter**
  - we value clear and open communication
  - we support and encourage each other
  - we respect diversity
  - we recognise individual needs, experience and strengths
- We care about our community**
  - we take pride in our work and pursue a standard of excellence
  - we genuinely listen, and value collaborative relationships
  - we strive towards the best outcome for our community
  - we make responsible and sustainable decisions
- We bring an open mind**
  - we actively seek opportunities to continuously improve
  - we respect and explore different ideas and perspectives
  - we embrace change that leads to positive outcomes
  - we value innovation and creativity
- We go home safe and well**
  - we show care for people and look out for one another
  - we speak up and support others to be healthy and safe
  - we take personal responsibility for our own health and wellbeing
  - we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
<b>General</b>		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	<p>Collaborate and partner with community members, community groups, government and non-government agencies, local businesses and other key stakeholders to support effective community development outcomes.</p> <p>Build, maintain and strengthen respectful, productive and collaborative relationships that support shared goals and positive community wellbeing.</p> <p>Work with partners to identify community needs, priorities, strengths and gaps, particularly for individuals and communities experiencing vulnerability.</p> <p>Support the co-design, coordination and delivery of community development initiatives in partnership with internal and external stakeholders.</p> <p>Participate in and contribute to networks, forums, working groups and cross-sector partnerships to promote inclusive, coordinated and place-based approaches.</p> <p>Facilitate collaboration and information sharing between partners to improve service alignment, reduce duplication and maximise community impact.</p> <p>Leverage partnerships, resources and local knowledge to strengthen community capacity, inclusion and resilience.</p>	<p>Strong, trusted and productive partnerships are established and maintained with community members, organisations, agencies, businesses and key stakeholders.</p> <p>Community development initiatives are co-designed and delivered in partnership with internal and external stakeholders, resulting in programs that are relevant, inclusive and responsive to local needs.</p> <p>Participation in networks, forums, working groups and cross-sector partnerships is consistent, purposeful and contributes to improved service alignment, reduced duplication and more efficient use of resources.</p> <p>Community development outcomes demonstrate increased connectedness, participation and capacity within the community.</p>
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.

Accountabilities	Activities/Tasks include:	Success looks like ...
<b>Technical</b>		
<p>Contribute to strategic planning and delivery</p>	<p>Apply contemporary community development frameworks, models and evidence-based practice to inform the design, delivery and evaluation of community development programs and projects.</p> <p>Translate community development theory into practical, place-based initiatives that respond to identified community needs and priorities.</p> <p>Research, analyse and interpret community data, trends and insights to support informed planning, decision-making and program development.</p> <p>Develop program plans and evaluation approaches that clearly articulate outcomes, measures and community impact.</p> <p>Identify relevant funding opportunities that align with strategic priorities and community needs.</p> <p>Prepare high-quality grant applications in partnership with internal and external stakeholders and manage grant funding requirements to ensure funding obligations are met and outcomes achieved.</p> <p>Maintain up-to-date knowledge of emerging community development practice, funding trends and policy directions to strengthen program design and funding success.</p> <p>Contribute technical advice and expertise to the Community Wellbeing Team and across Council to support consistent, high-quality community development practice.</p> <p>Ongoing integration with the Community Development Team to share ideas, skills and experience to make and shape better places and become invested in their success.</p>	

Accountabilities	Activities/Tasks include:	Success looks like ...
Financial Management	Monitor compliance with the allocated project budget and communicate to Team Leader and Senior Leader .	
Child and youth Safe Organisations Framework and Standards	<p>Ensure child safety and wellbeing considerations are embedded in program planning, service design and decision-making processes.</p> <p>Maintain clear documentation demonstrating how programs and activities are child safe and compliant with legislative requirements.</p> <p>Understand and comply with the <b>Reportable Conduct Scheme</b>, including identifying reportable allegations and escalating to organisational leaders as required.</p>	
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health &amp; Safety Act 2012)</p>	
<p><b>Note:</b> Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	Yes
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA	
POSITION REQUIREMENTS/COMPETENCIES	
<b>Organisational</b>	
<ul style="list-style-type: none"> <li>Community Focussed: considers community/customers in decision making</li> </ul>	
<ul style="list-style-type: none"> <li>Communicate and Engage: demonstrates self-awareness &amp; encourages open discussions &amp; contributions from others</li> </ul>	
<ul style="list-style-type: none"> <li>Create and Innovate: displays initiative &amp; considers different ideas and perspectives</li> </ul>	
<ul style="list-style-type: none"> <li>Safety Focussed: takes responsibility for own and team's health, well-being and self-care</li> </ul>	
<ul style="list-style-type: none"> <li>Well-developed written and verbal communication skills, with the ability to prepare clear reports and documentation, facilitate discussions, and communicate effectively with a broad range of stakeholders.</li> </ul>	
<ul style="list-style-type: none"> <li>Demonstrated ability to work collaboratively as part of a team and across an organisation, contributing positively to shared objectives, cross-team initiatives and a coordinated approach to community wellbeing.</li> </ul>	
<b>Position Specific</b>	
<ul style="list-style-type: none"> <li>Demonstrated knowledge and practical experience in applying contemporary community development principles, frameworks and approaches, including strength-based, place-based and inclusive practice, to deliver effective community outcomes.</li> </ul>	
<ul style="list-style-type: none"> <li>Proven experience in planning, coordinating and delivering community development programs or projects, including the ability to assess community needs, translate priorities into action, and monitor and evaluate outcomes to support continuous improvement.</li> </ul>	
<ul style="list-style-type: none"> <li>Demonstrated ability to build and maintain respectful, productive relationships with community members, community groups, government and non-government agencies, and other stakeholders to support shared goals and positive community wellbeing outcomes.</li> </ul>	
<ul style="list-style-type: none"> <li>Experience working with individuals and communities experiencing vulnerability, with the ability to engage respectfully and inclusively with people from diverse backgrounds, including Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse communities, people with disability, and LGBTIQ+ communities.</li> </ul>	
<ul style="list-style-type: none"> <li>Demonstrated experience in identifying funding opportunities and preparing high-quality grant applications, including needs analysis, project design, budgets, timelines and reporting requirements, to support sustainable community outcomes.</li> </ul>	
<b>QUALIFICATIONS AND EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>Relevant tertiary qualifications and/or experience in a similar role</li> </ul>	
<ul style="list-style-type: none"> <li>Experience working with the community from a community development framework</li> </ul>	
<ul style="list-style-type: none"> <li>Working with Vulnerable People check</li> </ul>	
Desired	
<ul style="list-style-type: none"> <li>Current Drivers Licence (Car)</li> </ul>	

REPORTING STRUCTURE	
<b>Senior Leader</b>	Senior Leader Community Place and Wellbeing
<b>Team Leader</b>	Team Leader Community Wellbeing
<b>Direct Reports</b>	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Connections and Liveability Teams	Team member, advise and support
Other Networks	Collaborate and provide/seek advice Cross-organisational teams
Executive Leadership Team	Provide advice
Councillors	Provide advice

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$Nil

### Confidentiality

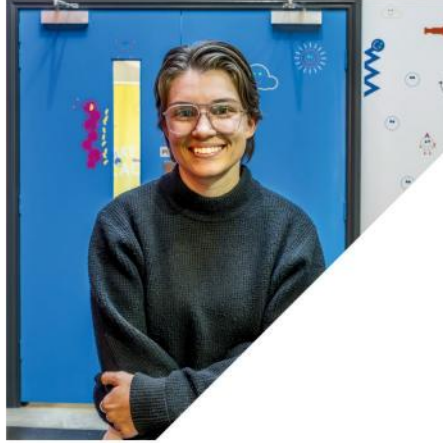
Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none"> <li>• Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;</li> <li>• Seeks feedback broadly and asks others for help with own development areas; and</li> <li>• Translates feedback into an opportunity to develop.</li> </ul>



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