



Position Description – Drought Resilience Officer – term contract 12 months

Directorate	Council Community Recovery Officer (Drought)
Location	Wentworth/Balranald
Classification/Grade/Band	TBC
Position Code	
Date position description approved	May 2025

Council overview – Wentworth Shire Council

The Wentworth Shire Council region is made up of the following towns and irrigation areas; Wentworth, Dareton, Coomealla, Pomona, Mourquong, Monak, Trentham Cliffs, Pooncarie, Buronga, Gol Gol, Ellerslie and Curlwaa. Some of these towns are classified as villages, and the entire population of nearly 8,000 people is spread across approximately 26,000 square kilometres, making our region one of the most sparsely populated rural council areas. Wentworth Shire Council manages one of the largest road networks in New South Wales (NSW), responsible for maintaining 2139 kilometres of roads, with over 519 km of these sealed. The Wentworth Shire Council Chambers, main office and works depot, library, town hall and Visitor Information Centre are all located in Wentworth.

Council values – Wentworth Shire Council

- Honesty and Integrity.
- Accountability and Transparency.
- Respect.
- Quality.
- Commitment.

Council overview – Balranald Shire Council

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1-hour drive from the regional city of Swan Hill and 1¾ hours' drive from the major centre of Mildura.

Mildura has QANTAS and REX airlines offering flights to and from Sydney and Melbourne, and beyond. Balranald is well located to take advantage of these flights.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

Council values – Balranald Shire Council

- Honesty.
- Respect.
- Enjoyment.
- Teamwork.
- Openness.
- Leadership.
- Customer Focus.

Primary purpose of the position

The Drought Resilience Officer is responsible for supporting community recovery in the Wentworth and Balranald Shire Council areas. The Drought Resilience Officer will work with both communities to implement the drought resilience plan, assisting communities to identify needs, develop local recovery programs, assist in accessing information and resources and provide leadership and community capacity building. This includes:

- initiating and supporting key committees and working groups
- monitoring and evaluating local recovery programs and activities
- establishing cooperative networks across government, non-government and community groups that can assist community recovery and develop local infrastructure that will endure beyond the term of this position.

Duties

- Establishment of network/s to coordinate key local social recovery partners and representatives to assist in coordinating work undertaken locally through events, workshops and activities.
- Work collaboratively to develop strong and effective working relationships with peers, staff, stakeholders and the community.
- Engage in wide-ranging consultation and negotiation with all relevant stakeholders to facilitate appropriate and effective community-led recovery activities and programs.
- Contribute to the establishment of processes to gather feedback from community members and groups to contribute to ongoing improvement.
- Contribute to community awareness programs and support the development of community-based activities.
- Provide high level support and advice to community stakeholders.
- Manage allocated funds and exercise financial resources delegation with project requirements.
- Establish timelines and provide regular project updates and reports, and other relevant information.
- Develop a work plan and budget to include appropriate strategies, activities, timelines, and performance indicators for supporting community recovery.
- Maintain a flexible approach to the planning and development of relevant projects and plans to meet changing community needs.
- Develop and disseminate documents for key stakeholders regarding proposed and ongoing community recovery activities (e.g. calendar of events).
- Produce and disseminate progress updates and reports to local committees and forums.
- Understand and follow workplace safety initiatives, identify hazards, and contribute to a safe working environment, as well as follow policies and procedures.
- Adhere to relevant Council policies and procedures.
- Undertake all identified training associated with the position.
- Carry out other duties within the scope, skill and competence level of the position and employee.

Reports to

This position reports to the General Manager Wentworth Shire (Councils may change reporting arrangements in accordance with the needs of the business).

Key working relationships/stakeholders

- Branches and divisions within the Wentworth and Balranald Shire Councils.
- Other Local Councils impacted by drought.
- Local recovery committees and forums (including regional health and wellbeing committees).
- Local emergency management agencies and functional areas
- Local community groups and leaders.

Key selection criteria – essential

- A degree/diploma/certificate in social work, social sciences, community development, community welfare plus a minimum two years' experience or substantial community development/community engagement or community recovery experience.
- Developed skills/previous experience in Project Management.
- Demonstrated ability to liaise with a wide range of internal and external stakeholders.
- Demonstrated experience in the use of computer systems such as Word, Excel and Outlook.
- High level planning, organisational and time management skills.
- Well-developed communication and interpersonal skills.
- Maintain a current and valid current driver's licence.
- Ability to work unsupervised and implement effective time management practices

Notes

- Successful applicant will be required to satisfactorily complete a Background Screening and National Criminal History Record Check (NCHRC), fit for work assessment and pre-employment drug and alcohol test prior to being employed.
- Intrastate travel may be required.
- Out of hours work will be required.

Acceptance of position

I have read and understood the contents of the position description for this role and agree to work in accordance with the requirements of the position. I understand the position description is designed to guide the responsibilities and activities undertaken in the position and is not intended to be an exhaustive list.





I understand the position description may change with organisational requirements (any changes will be made in consultation) and the tasks and duties outlined in the position description may vary from time to time.

..... Date:

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> Is flexible in showing initiative and responding quickly to change. Accepts changed priorities and decisions and works to make the most of them. Gives frank and honest feedback/advice. Listens when challenged and seeks to understand criticisms before responding. Raises and works through challenging issues and seeks alternatives. Stays calm and acts constructively under pressure and in difficult situations.
Relationships Community and Customer Focus	Advanced	<ul style="list-style-type: none"> Demonstrates a thorough understanding of the interests, needs and diversity in the community. Promotes a culture of quality customer service. Initiates and develops partnerships with customers and the community to define and evaluate service outcomes. Ensures that the customer is at the heart of the design process. Makes improvements to management systems, processes and practices to improve service delivery. Works towards social, environmental and economic sustainability in the community/region.
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Consults on and delivers team/unit goals and plans, with clear performance measures. Takes into account organisational objectives when setting and reviewing team priorities and projects. Scopes and manages projects effectively, including budgets, resources and timelines. Manages risk effectively, minimising the impacts of variances from project plans. Monitors progress, makes adjustments, and evaluates outcomes to inform future planning.
Resources Technology and Information	Intermediate	<ul style="list-style-type: none"> Shows confidence in using core office software and other computer applications. Makes effective use of records, information and knowledge management systems. Supports the introduction of new technologies to improve efficiency and effectiveness.