Government of South Australia
Department for Housing and Urban Development

Role Statement

Position title:	Community Projects and Partnerships Coordinator	**Position no:**	P59375
Classification:	ASO6	**Review date:**	November 2026
Directorate:	Statutory Functions		
Business unit:	Outback Communities Authority		

About us

The Outback Communities Authority is a South Australian Government statutory body which provides municipal services and community support to residents, associations, and townships across Outback SA - which is approximately 63% of the state. Its goals include improving liveability and sustaining communities, growing the outback economy and advocating for the interests of outback people.

The Outback Communities Authority aspires to be an agile organisation with a strong culture of teamwork and collaboration evident between colleagues and in our relationships with partners and stakeholders. The Community Projects and Partnerships Coordinator will directly contribute to the prosperity, sustainability, and resilience of Outback South Australia by supporting and delivering community projects that address the unique challenges of the region, supporting local communities, and fostering responsible development.

Further information about the Outback Communities Authority can be found at https://www.outbacksa.sa.gov.au

The Outback Communities Authority is administratively aligned with the Department for Housing and Urban Development, whose primary objective is the delivery of homes and housing options for South Australians.

OUR VALUES: Professionalism | Service | Respect | Courage and Tenacity | Collaboration and engagement | Trust | Sustainability | Honesty and Integrity |

About this role

The Community Projects and Partnerships Coordinator works as part of a small team that has a pivotal role in fostering and strengthening collaborative relationships between the OCA and local communities and is responsible for helping them identify priorities, develop viable projects, build local capacity and establish partnerships to deliver practical improvements.

The role will bridge the gap between OCA aspirations, community need and project delivery. Apart from assisting with coordination of individual projects, it will also strengthen community organisations, facilitate collaboration between government and local stakeholders, and help communities become more capable, resilient and self-sustaining.

Who will you work with

- Reports to the Manager Programs and Community Affairs
- Closely with internal team members
- Key stakeholders including government agencies, community organisations, and businesses

Conditions

- Some out-of-hours work will be required.
- Intrastate travel will be required.
- Required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- Compliance with Government legislation, Code of Ethics for the SA Public Sector, Departmental policies and procedures, including information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Required to obtain a National Police Check prior to employment. A renewal will be required every 3 years.

What you will do

Key responsibilities	Specified duties	Performance indicator/ measurement
Build Strong Relationships	1. Contribute to organisational outcomes through excellent teamwork	• Strong teamwork is evident in how work is conducted. • Effective partnerships are built.

	2. Facilitate effective partnerships and collaborations with external stakeholders 3. Develop and implement community engagement activities to interact with stakeholders in meaningful ways, including organising and facilitating community meetings, events, and forums to gather feedback and address concerns. 4. Build strong relationships with key stakeholders, including government agencies, community organisations, and local businesses, to facilitate effective partnerships and collaborations. 5. Advocate for the needs and interests of Outback communities, and represent the Outback Communities Authority at community events, meetings and forums.	
Support Community Organisations in Outback SA	6. Convene community meetings, workshops, and project planning sessions to establish priorities and build consensus. 7. Assist community organisations to develop strategic plans, annual work programs, grant applications and funding requests, and project pipelines. 8. Assist Progress Associations and other community organisations to turn ideas into well-defined, achievable projects.	• Progress Associations report high levels of satisfaction with service. • Community projects improve liveability.

Coordinate and deliver community projects	9. Provide advice on project scoping, feasibility, business cases, budgets, timelines, approvals and risk management. 10. Help communities identify funding opportunities and prepare grant applications, project proposals and supporting documentation. 11. Coordinate the planning, development and delivery of community projects and initiatives, including engaging and managing consultants and contractors, and driving collaboration with relevant government agencies and stakeholders to achieve project outcomes. 12. Monitor and evaluate the outcomes of community projects.	• Projects are delivered on time, within budget and deliver fit for purpose outcomes. • Ongoing maintenance and operational costs are factored into project planning
Strategic Planning and alignment with OCA priorities	13. Provide advice and support to community groups and individuals as required, to build capacity and promote development activities that respond to community needs. 14. Identify community projects that contribute to the Strategic Blueprint for Outback SA and its outcome areas. 15. Maintain a register of community priorities, proposed projects, funding needs and implementation status. 16. Assist the OCA to assess project proposals against	• Aspirational elements of the Strategic Blueprint for Outback SA are realized.

Drive Culture	strategic priorities, community benefit, feasibility, cost and sustainability. 17. Identify common issues across communities that may benefit from a coordinated regional approach. 18. Provide advice to OCA management on emerging community needs, project opportunities and barriers to implementation. 19. Contribute to regional strategies, community development initiatives and annual implementation planning. 20. Work efficiently and effectively within and across teams. 21. Collaborate with internal teams to coordinate community-related projects and initiatives and ensure that community input is considered in decision making related to them. 22. Monitor and evaluate the outcomes of community development projects to ensure they align with the OCA's objectives and deliver meaningful benefits to the community. 23. Proactively safeguard the health and wellbeing of staff by ensuring safe work	• Proactive measures are undertaken to adhere to and prevent injuries. • Work practices are safe and Work Health and Safety legislation, policies and procedures are implemented. • Individual differences are encouraged and accommodated in the workplace.

practices are undertaken by self and others in the workplace.

24. Embrace and encourage diversity and cultural differences in the workplace.

The capabilities you will bring

Technical expertise

- Experience in community engagement.
- Experience in project management
- A current drivers licence is required.
- Experience delivering customer focused and strategically aligned services and practices using effective verbal and written communication to successfully engage stakeholders and negotiate complex matters.

Personal abilities

- Strong verbal and written communication skills, with the ability to convey information effectively and succinctly
- Able to develop rapport with a broad range of people easily
- Show respect for diverse backgrounds and perspectives including those of Aboriginal and Torres Strait Islander people
- A well developed understanding of the social, economic and commercial factors that impact Outback SA

Experience

- Proven ability to work under broad direction, independently or a part of a team
- Significant experience in successfully developing, implementing, evaluating and improving programs, projects, systems, policies and services
- Able to successfully negotiate and resolve conflict with internal and external stakeholders
- Proven ability to meet deadlines and accept responsibility