



POSITION DESCRIPTION

POSITION TITLE	Community Engagement Project Officer
AWARD CLASSIFICATION	Band 5
EMPLOYMENT STATUS	Permanent full time
DEPARTMENT	Community Wellbeing
APPROVED BY	Manager, Community Wellbeing
Date	January 2020

POSITION OVERVIEW AND OBJECTIVE

Increase community participation and support healthy, connected and inclusive communities through the implementation of Council's Recreation & Open Space Strategy and the Municipal Public Health & Wellbeing Plan.

KEY RESPONSIBILITIES AND DUTIES

Community engagement

- Apply a broad range of community development and engagement processes and practices to assist Council and the community to identify and implement local priorities.
- Build relationships and networks with residents and community groups to encourage their participation in local activities and projects, with particular emphasis on hard to engage / disengaged residents to strengthen civic participation.
- In consultation with the Coordinator Community Development, undertake key projects to support the implementation of the Recreation and Open Space Strategy and Municipal Public Health and Wellbeing Plan.
- In consultation with the Coordinator Community Development, assist skills development of potential community leaders, volunteers, community groups and local representative working groups (committee) members.

- Provide mentoring and advice across the organisation to assist with planning, preparing and implementing projects and events to build the capacity of other staff to undertake future facilitation.
- Work across all departments of Council to ensure that relevant community priorities are incorporated into Council's strategic and annual planning cycles.
- Maintain strong relationships with federal and state funding groups and the non-government sector to identify, monitor and seek funding opportunities.

Project administration

- Prepare and deliver verbal and written reports as requested.
- In consultation with the Coordinator Community Development develop and monitor project plans and prepare funding submissions to deliver community projects identified by the community and defined in policy and plans.
- Monitor and provide advice on emerging and current community issues and proposed directions.
- Convene and resource working groups that relate to implementation of local priorities as required by the Coordinator Community Development.
- Provide quality, timely and accurate advice, information and reports as required.

ORGANISATIONAL RELATIONSHIP

Reports to: Coordinator Community Development

Supervises: nil

Internal Relationships: Manager Community Wellbeing
Leadership team
Coordinators and Project Managers
Community Development Unit
Communications team
Tourism and Events team
Grants Coordinator

External Relationships: Residents and ratepayers of all ages
Community groups and networks
Business and industry groups
Schools and early years' services
Health and support service providers

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Community wellbeing projects and programs are managed so standards, resources, budgets and timeframes are achieved.
- Provide specialist advice to others on community engagement project or program progress, process, evaluation and plans.
- Contribute to policy development as it relates to community development.
- Implement objectives, goals and budgets controlled by the position.
- Investigate and analyse issues as directed particularly in resolving community concerns and also investigating innovative planning approaches.
- Report regularly regarding progress towards objectives, goals and budgets.
- Demonstrate a responsibility for the care of their own health and that of others in the workplace.

- Ensure compliance with all staff code of conduct and policies, regulations and legislation in relation to area of responsibility. This includes following EEO, OHS requirements listed in respective policies to ensure a safe and healthy work environment.

JUDGEMENT AND DECISION MAKING

- Solve diverse problems and make decisions based on the application of organisational and team strategies and systems.
- Exercise judgment and interpret legislation, regulation and policy to determine Councils approach to community engagement.
- Apply and coach others with specialist knowledge and techniques for delivering community engagement initiatives.
- Use initiative based on experience and or knowledge in determining suitable actions, able to adapt to diverse audiences and groups in dynamic engagement processes.
- Able to make decisions and advise external clients on matters relating to services of the unit, within established guidelines and with minimal supervision.
- Internal guidance is always available within an appropriate timeframe.

SPECIALIST SKILLS AND KNOWLEDGE

Management

- Understanding of financial administration of allocated budgets.
- Able to plan and organise own work and where applicable, manage others work, to achieve specific and set objectives in the most efficient way, within resources available and set timeframe.
- Model and lead others in supporting community development and engagement processes and integrating community priorities in broader Council planning processes.
- Ability to manage and support change processes.

Interpersonal

- Highly developed interpersonal and communication skills to engage with people from varied professional and life backgrounds.
- Demonstrated capacity to build relationships and networks with diverse groups.
- Strong public presentation and group facilitation skills.
- Able to maintain confidentiality and protect privacy.
- Able to liaise with other staff to resolve intra-organisational issues.
- Negotiate and consult with the community to build mutually beneficial outcomes within communities and with Council.
- Ability to support a positive work culture, and to motivate, develop and train others in specialist process and procedures.

Specialist

- Post-secondary qualification (diploma or degree equivalent) in community engagement, community development or related discipline.
- Relevant experience (> 2 years) in delivering community engagement and/or planning initiatives.
- Well-developed knowledge and experience with related tools, techniques, technology platforms, social media and diverse processes to drive and enhance community engagement and project management.
- Hold a current Victorian Driver Licence.

Physical

- Capacity to lift and carry materials and equipment to support community workshops and events.
- Able to sit and work at a computer for extended periods.
- Able to drive for up to 2 hours.
- Ability to work out of hours as required to support community planning groups.

KEY SELECTION CRITERIA

- Tertiary qualifications (diploma or degree equivalent) in community engagement, community development or related discipline or significant experience delivering community engagement and/or planning initiatives.
- Demonstrated ability to strengthen and build the capacity of communities.
- Well-developed skills and experience in managing group dynamics, group facilitation and public speaking.
- Demonstrated ability to gain the cooperation of a diverse range of key stakeholders.
- Experience working in local government and supporting a whole of organisation approach to implementing community engagement practices.
- Demonstrated experience of ability to organise and plan workflow, set priorities, manage a budget and meet deadlines to address the position's key responsibility areas.