

# Position Description

<b>POSITION TITLE:</b>	Community Development and Partnership Lead
<b>POSITION NO:</b>	4215
<b>DIRECTORATE:</b>	Community Life
<b>DEPARTMENT:</b>	Inclusive Communities
<b>SECTION:</b>	Community Development
<b>CLASSIFICATION:</b>	Band 7
<b>LOCATION:</b>	Civic Centre, Footscray
<b>DATE:</b>	January 2025

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Coordinator Community Development
<b>Supervises:</b>	Consultants
<b>Internal Liaisons:</b>	Manager Inclusive Communities, Coordinator Community Development and all Council employees.
<b>External Liaisons:</b>	Residents, community leaders and volunteers; community groups and organisations; Neighbourhood Houses and Community Centres; volunteering organisations, community based agencies and non-Government organisations; State and Federal Government, business.

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

## PRIMARY OBJECTIVES OF POSITION:

The Community Development and Partnerships Lead is a key leadership position responsible for driving innovative and impactful community development initiatives. The role plays a pivotal part in strengthening community connection, resilience, and inclusion by fostering partnerships, building capacity, and creating opportunities for meaningful engagement across the organisation and with the wider community. Working strategically with internal teams, community groups, and service providers, the role identifies emerging needs and co-designs responses that reflect local strengths and aspirations. With a focus on key priorities including the Reconciliation Action Plan, food insecurity, and people sleeping rough, the position champions advocacy, partnership-driven approaches, and continuous improvement. Central to the role is a strong commitment to cultural safety and reconciliation, working in respectful partnership with Aboriginal and Torres Strait Islander communities to uphold self-determination and promote systemic change.

## DUTIES AND RESPONSIBILITIES

### Strategy Implementation and Monitoring

- Support the design, implementation, and monitoring of key Council strategies, including:
  - **Reconciliation Action Plan** – Lead the implementation and progress reporting of Council's RAP, fostering internal and external accountability.
  - **Food Inequality Strategy** – Facilitate the Food Inequality Network, strengthen cross-sector partnerships, and improve service coordination and navigation for residents experiencing food insecurity.
  - **Homelessness Protocol** – Coordinate Council's response to homelessness by working collaboratively with internal teams and external service providers to support people sleeping rough and those at risk.
- Collect and analyse data and evidence to inform continuous improvement, evaluation, and strategic decision-making.
- Prepare timely reports that contribute to monitoring progress, sharing outcomes, and strengthening partnerships.

### Partnerships and Stakeholder Engagement

- Develop and maintain strong, purposeful partnerships with community service organisations, peak bodies, and other stakeholders to improve access, coordination, and outcomes.
- Strengthen service pathways by enhancing collaboration, improving referral processes, and identifying opportunities to reduce duplication and fill service gaps.
- Facilitate collaborative projects that support equitable access to services and programs, particularly for priority populations.
- Provide timely and strategic advice to the Coordinator Community Development on local needs, emerging trends, and opportunities for joint action.
- Represent Council on relevant networks, working groups, and regional/state forums to advocate for community development and social equity priorities.

### Project Management

- Scope, plan, and deliver integrated community development projects aligned with Department and Council priorities, with support from the Coordinator Community Development.
- Lead project management processes, including setting objectives, timelines, budgets, resourcing, evaluation, and reporting mechanisms.
- Identify and respond to emerging inclusion, access, equity, and community development issues through proactive and strategic project planning.
- Support the design and delivery of capacity-building initiatives that grow internal and community understanding of best-practice community development.
- Provide advice and updates to relevant project governance structures and working groups.
- Guide and support project teams in the implementation of community development initiatives.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

### Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing

or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.

- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Participate in the development of Council's policies and procedures within area of expertise and/or management relevant to the role. Accountable for the quality and effect of the work on policies developed.
- Act within clear policies, objectives and budgets, and regularly report to manager on decision making, particularly when having a significant effect on Council's programs or projects and respective public perception.
- Maintain and improve standards of work specific to the role and responsibilities.
- Provide advice to internal stakeholders and regulate clients or external stakeholders as required.

## **JUDGEMENT AND DECISION MAKING**

- Exercise judgement and autonomy to make decisions and resolve problems. Decision making is based on specialised methods, procedures and processes developed from theory or precedent.
- Guidance is not always available within the organisation and may require pursuit of external resources.
- Ability to improve or develop methods, procedures and processes relevant to the role, identifying and analysing a wide range of options prior to making a recommendation.
- Exercise discretion and confidentiality as required.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Proficiency in the use of technology and systems and the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Sound knowledge of relevant Local, State and Federal Government legislation, Acts and regulations relevant to the role.
- Ability to develop, implement and maintain project briefs and budgets and knowledge of relevant financial and accounting procedures.
- Ability to develop interpret and implement policy.

## **MANAGEMENT SKILLS**

- Ability to set priorities, manage time, plan and organise own work and when required, and where appropriate, the work of any direct reports, to achieve team and organisational objectives within a set timeframe, despite conflicting pressures.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, Recruitment, L&D etc.
- Leadership, supervisory and motivational skills to support other employees and provide on the job training and guidance.

- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to the team of their long term goals and their alignment with Council's objectives.
- Ability to be flexible and responsive to meet the changing priorities of the organisation and the community.

## **INTERPERSONAL SKILLS**

- Ability to negotiate and gain trust, cooperation and assistance from internal and external stakeholders when required.
- Motivational and training and development skills to support other employees.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve specialist and intra- organisational problems.
- Strong written and verbal communication skills including the ability to make public presentations, write concise and detailed reports, proposals and submission to government and other external bodies.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.

## **QUALIFICATIONS AND EXPERIENCE**

- Tertiary or postgraduate qualifications in community development, social sciences or related discipline.
- Experience and understanding of volunteering and the relationship with civic participation.
- Experience working in a community development or similar role, preferably in local government.
- Current Victorian Driver's licence.
- Current Victorian Working with Children Check

## **KEY SELECTION CRITERIA**

### **Commitment to Cultural Safety and Reconciliation**

Demonstrates a strong personal and professional commitment to cultural safety and reconciliation, including a willingness to listen deeply, learn continuously, and work in partnership with Aboriginal and Torres Strait Islander peoples in ways that uphold self-determination and respect cultural knowledge and protocols.

- **Relevant Qualifications:** Tertiary qualifications in community development, social sciences, or a related discipline.
  - **Commitment to Equity and Inclusion:** Demonstrated passion for advancing equity, social justice, and inclusion, with a deep understanding of how to work respectfully and effectively with diverse communities.
  - **Collaborative and Partnership-Oriented:** Values collaboration and brings a strong ability to build trust-based relationships with a wide range of stakeholders, including community organisations, service providers, and internal teams.
  - **Community-Led and Reflective Practice:** Brings a community-first mindset, with a commitment to listening, learning, and co-designing solutions that reflect local strengths, needs, and aspirations.
  - **Adaptability and Strategic Thinking:** Embraces complexity and change, with the ability to respond to emerging issues and opportunities through thoughtful, agile, and values-aligned approaches.
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# Position Description



**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council’s Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

Manager/  
Coordinator:.....

Date: .....