Position Description

POSITION TITLE:	People & Participation Officer
POSITION NO:	4278
DIRECTORATE:	Community Life
DEPARTMENT:	Inclusive Communities
SECTION:	Community Development
CLASSIFICATION:	Band 6
LOCATION:	Municipal Offices
DATE:	January 2025

ORGANISATIONAL RELATIONSHIPS

Reports to: Team Leader Community Development

Supervises: N/A

Internal Liaisons: Manager Department, Coordinator Department, all Council employees.

External Liaisons: Residents, community leaders and volunteers; community groups and organisations; Neighbourhood Houses and Community Centre's; 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.

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

PRIMARY OBJECTIVES OF POSITION:

The Officer will support the Community Development Unit's commitment to building a socially connected intergenerational intercultural community and use a community development framework to build the capacity of individuals, groups and the community to be active participants in community life and have responsibility for the implementation of strategies and plans including the Maribyrnong People and Participation that will strengthen and profile volunteerism and the pathways to participation.

DUTIES AND RESPONSIBILITIES

- Facilitate and maintain community networks and partnerships that connect people and organisations and improve outcomes for diverse communities.
- Promote approaches that enable inclusive participation.
- Work with diverse communities and networks to build capacity, increase participation and boost resilience.
- Work collaboratively with the team to support programming that supports local learning, development and capacity.
- Promote and use communication tools that are inclusive and enable equitable participation and engagement.
- Contribute to and support building an evidence base including the design and maintenance of a team based inventory of community assets.
- Promote and facilitate learning and development collaborations for staff and community that promote awareness and understanding about diversity and inclusion.
- Advocate for policies, plans and actions that identify the needs of and improve outcomes for diverse community members.
- Research and develop integrated diversity inclusion and community development projects/programs, draft policy and strategy.
- Support the effective engagement and consultation of local community in initiatives.
- Identify and build partnerships that will support Council initiatives and broker relationships to advance agreed objectives.
- Represent Council on local, regional and state wide representative bodies as required to meet the objectives of the position.
- Develop and maintain cooperative collaborations and strategic alliances with stakeholders and community groups to support and develop community development initiatives
- Participate in and actively contribute to the team, department and directorate.
- Prepare correspondence and reports where required

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:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.

- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

SPECIALIST SKILLS AND KNOWLEDGE

- Sound understanding of community engagement and planning and community development principles.
- Experience in coordinating community development programs and projects, preferably with some involvement in local government.
- Ability to prepare detailed reports and analyse occasionally complex data and research.
- Knowledge and experience in community consultation and working with diverse communities
- Knowledge and demonstrated commitment to the principles of community engagement and capacity building Sound knowledge of personal computer applications including databases, word processing and relevant software packages
- Ability to use technology and systems relevant to the role.
- Proficiency in 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.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques.

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.

- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

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 Drivers Licence.
- Current Working with Children Check.

KEY SELECTION CRITERIA

- Tertiary qualification in Community Development / Social Policy / Health Policy or related disciplines with relevant experience or lesser formal qualification with substantial experience.
- Demonstrated community development skills and experience in developing, planning, and delivering projects preferably within a community/local government context with a commitment to access and equity outcomes.
- Experience and knowledge of volunteerism and the development and facilitation of projects that develop community participation, leadership and that enable community to be strong contributors in their development.
- Well-developed communication and facilitation skills with the capacity to build partnerships across sectors, with staff and communities to enable participation and engagement of a diversity of skills, experiences and backgrounds.
- Effective written and verbal communication skills and demonstrated experience in report writing, and submissions providing relevant analysis and data.
- Well-developed problem-solving skills that produce cooperative outcomes within a team environment and with the ability to adapt communications to identified need and/or purpose of the audience with varied levels of understanding and experience.

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: ……

Position Description

Manager/
Coordinator:.....

Date: ……