

Position Description

POSITION	Community Project Officer – Strategic Change (Term Position 18 months)	
REPORTS TO	Manager of Social & Cultural Planning	
DIRECTORATE	Corporate and Community Services	
BRANCH	Social and Cultural Planning	
CLASSIFICATION	Grade 9	
STAFF	Nil	
CONTACTS	Internal General Management and staff at all levels	External Customers and community members Volunteers Government Departments

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Position Objective

The Community Project Officer – Strategic Change is responsible for optimising asset utilisation of Council's community facilities. Within this term-limited role the position will:

- Design and implement a facilities management strategic review and change process for Council facilities currently managed by section 355 committees (the Project), and
- Support the ongoing Asset Sponsor function for community buildings through practical support to the Manager Social & Cultural Planning.

In carrying out the Project and ongoing operational functions, the position will analyse information, carry out consultation, identify options, gain authorisation, and implement actions and changes with a range of stakeholders.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Undertake needs assessment and research, including assessing utilisation data, financial information, land use considerations and models in similar jurisdictions to determine suitable facility management options.
- Take a site-specific approach to evaluating different facility management models, potentially including in-house management, leasing, 355 volunteer model or other options, based on factors including cost-efficiency, alignment with community needs and facility optimisation.
- Research the suitability of mechanisms for community involvement with facilities to complement any identified new management models with the intention to enhance Council's community engagement in asset management.
- Facilitate decision making to support establishment of asset management models and resources.
- Develop and implement communication, risk and change management strategies for implementation of endorsed facilities management models.
- Lead or support resolution of ongoing and emergent issues related to community buildings, such as complaints, matters related to building repairs, maintenance and upgrades, and end-of-lease review processes.
- Clearly and effectively communicate sensitive information.

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.
- Collate, analyse and interpret financial and other performance data.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

Qualifications

- Relevant tertiary qualification in discipline relevant to the position (for example, asset management, business administration, public administration, program evaluation) or equivalent demonstrated experience.

Knowledge

- Data analysis techniques for qualitative and quantitative data.
- Facilities management models in the local council context.
- Community participation models and techniques.
- Appropriate change management and communication strategies suited to stakeholders.

Competencies

Demonstrated ability to:

- Analyse complex qualitative and quantitative information and make sound recommendations.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

Selection Criteria

Essential Criteria

- Tertiary qualifications in discipline relevant to the position (for example, asset management, business administration, public administration, program evaluation) or equivalent demonstrated experience
- Minimum of four (4) years project management or equivalent relevant experience.
- Demonstrated experience, skills, and knowledge in facility management and/or change management in a public sector context.
- Demonstrated expertise in the collection and analysis of credible information (quantitative and qualitative data) including financial information.
- Ability to make sound recommendations and take follow up actions that are aligned with better practices, relevant legislation and guidelines, and stakeholder input.
- Excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Excellent interpersonal skills including strong negotiation and communication skills.
- Demonstrated ability to foster strong relationships with community, staff, and relevant stakeholders.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.

- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint).
- Current Drivers Licence.

Preferred Criteria

- Demonstrated understanding and knowledge of relevant legislation and administration practices within Local Government.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Manager Social & Cultural Planning

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐