

Position Description

CORPORATE INFORMATION

Position Title	Manager - Community Partnerships		
Directorate	Corporate and Community Services	Branch/Section/Unit	Community Partnerships
Position Number	1004	Level	8
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Director – Corporate and Community Services		
Direct Reports	Community Partnerships staff		
Indirect Reports	Contractors, Consultants ,Work Experience students, Volunteers		

SCOPE OF POSITION

Position Summary

To develop and maintain strong partnerships between Council and the community, government and business sectors to increase community participation, social well-being and community pride.

The position plays a pivotal role in Council's community engagement initiatives, including targeted engagement with regional townships and communities of interest.

The role leads the Community Partnerships Team to identify, develop and deliver a range of quality initiatives in regard to:

- Community Planning and Development
- Council's Grants Program
- Community Arts and Cultural Development
- Sport and Recreation Development/Active and Healthy Communities
- Volunteer Support
- Other priorities as identified by Council and the Executive Team
- Recovery Management Support

Expected Deliverables/Key Performance Indicators

Community Planning , Development and Inclusion

- Provide strong leadership in community development that promotes participative democracy, sustainable development, rights, economic opportunity, equality and social justice, through the organisation, education and empowerment of people within their communities, whether these be of locality, identity or interest, across the Gympie region.
- Provide strategic advice and guidance on community planning, policy development and inclusion that is led by Council's strategic objectives and underpinned by community need, industry trends, best practice principles and relevant legislation.

Community Partnerships and Engagement

- Lead the promotion and improvement of the practice of public participation / public engagement across the organisation that affects the public interest in Council activities.
- Develop and maintain partnerships with the community that assists in building their capacity allowing them to achieve measurable and sustainable results.
- Collaborate with community organisations, networks, public institutions and other tiers of government to advocate for, and achieve, improved social outcomes for residents of the region.

Community Programs

- Identify, develop and oversee the implementation of Council funded programs that respond to community needs and aspirations, and support Council's Vision and Corporate Objectives.
- Maximise program outcomes and any external funding opportunities
- Manage the effective delivery of a transparent and responsive Grants program for the organisation.
- Initiate or co-design programs that build social capital by strengthening and expanding community co-operation and inclusiveness.

Staff Management

- Lead, support and develop a well-skilled, committed and cohesive team that maintains positive internal and external customer relations, adheres to council policy and procedures and consistently delivers high quality services across council and the broader community.
- Develop and review branch procedures and systems to deliver effective, efficient and high quality outcomes for Council.
- Lead all organisational aspects of the Branch management, including but not limited to Finance and Risk management, Governance, People and Performance Management and Workforce Development.
- Develop Branch Business Plans and contribute to the development of, and compliance with, other corporate plans and strategies.

Position Description

- Drive continual improvement and operational excellence to deliver quality programs and high level customer satisfaction.
- Maintain productive relationships with Councillors, in particular the relevant portfolio councillor to ensure they are abreast of social and cultural issues impact the wellbeing of the Gympie community.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained
- Positive Notice Blue Card for Child Related Employment

Essential Knowledge/Skills/Qualifications Criteria

- Formal Qualifications, or equivalent experience and active enrolment, in Social Science, Government Administration, Community Services, Project Management or similar.
- Demonstrated experience in managing a diverse team and the ability to balance competing priorities and workloads.
- Sound understanding of, and demonstrated ability to apply, community development and community engagement principles.
- Excellent written and verbal communication, liaison and negotiation skills, and ability to foster enduring partnerships.
- Strategic thinking and planning skills.
- Skills and experience in advocacy and network development, with all levels of government and the community sector.
- Knowledge of financial management and budgeting procedures.

Desirable Knowledge/Skills/Qualifications Criteria

- Experience in procurement and contract management incorporating drafting, reading, implementing and managing service contracts.
- Experience in grants management.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).
- Occasional travel out of the region.

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ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – We take responsibility for our actions. We will be accessible and fair.

Consistent – Our actions will reflect council's guidelines and practices at all times.

Appreciative – We value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – We will keep people informed, consult with the community and will actively listen to and respond to their input.

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Respectful – We treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

POSITION APPROVAL AND ACCEPTANCE

Approved By

Name		Position	
Signature		Date	

Accepted By

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.