# POSITION: Project Officer

CLASSIFICATION: Band 5

EMPLOYMENT STATUS: Part Time Fixed Term (EFT.4 until 30 June 2019)

**THE ORGANISATION**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment.  We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities.  Our values are present in what we do and how we do it.  With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating ‘a great place for us’.

**Click** [**HERE**](http://www.southgippsland.vic.gov.au/downloads/file/443/organisational_structure_-_as_at_1_july_2015pdf) **to view Councils entire organisation chart**

**THE POSITION**

The Project Officer will engage with Mirboo North and Leongatha communities to create a range of programs and actions including marketing messages to promote gambling free places in the community.

This role will report directly to the Social Planning Officer who will oversee the successful implementation of the project. This role forms part of the Planning Team who play a key role in shaping the Municipality for a better tomorrow.

The key responsibilities of this role include –

* Develop opportunities for the Mirboo North and Leongatha communities to come together and collaboratively discuss how they will prevent harm from gambling;
* Investigate potential methods to establish a gambling free community;
* Mobilise the community to action leading to preventative initiatives;
* Work with project partners to provide guidance to the community about how to embed policies and programs into their community clubs, schools and organisations that will prevent harm from gambling;
* Develop and market promotional materials for preventing harm from gambling;
* Be an active part of the local community and community groups to foster key relationships and develop influential associations;
* Identify volunteer champions and link them with existing council training opportunities;
* Research and develop a comprehensive database of gambling free activities in Mirboo North and Leongatha;
* Support partnerships between community organisations and local Gambler’s Help Services;
* Develop and facilitate a stakeholder working group to monitor the project.

Please follow the links provided for further information on:

* South Gippsland Shire Council [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)
* South Gippsland region [www.visitpromcountry.com.au](http://www.visitpromcountry.com.au)
* Gippsland region [www.visitvictoria.com/Regions/Gippsland](http://www.visitvictoria.com/Regions/Gippsland)

To seek further information on this position, or to discuss this employment opportunity further, please contact the Social Planning Officer on 5662 9200.

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

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| Accountability & Extent of Authority | |
| Band 5 (Generic) | Role Specific |
| * Resource supervision – freedom to act set by clear objectives and/or budgets, frequent consultation & regular reporting * Specialist advice or regulate clients – subject to close supervision or clear guidelines * Direct support & assistance – freedom not limited simply by standards & procedures | * Prove information, advice and guidance to the community on various preventing harm from gambling topics; * Liaise with various members of the community to assist in delivering programs and policies and encourage collaboration and participation; * Provide the social planning officer with regular reports to ensure agreed goals and objectives are maintained. |
| Judgement & Decision Making | |
| Band 5 (Generic) | Role Specific |
| * Objectives usually well defined * Some problem solving using guidelines, professional/technical knowledge or experience * Problems may be complex & require creativity & originality * Guidance & advice usually available within time to make a choice | * Identify innovative approaches to preventing harm from gambling; * Allow community ownership of the project while also providing support and guidance * Recognising when a community needs further assistance or guidance without taking over their ownership of the projects. |
| Specialist Knowledge & Skills | |
| Band 5 (Generic) | Role Specific |
| * If interpreting regulations, will require an understanding of underlying principles as distinct from practices * Support employees * Understand long term unit goals & appreciation of wider organisation goals | * Practical understanding of project management; * Understanding of the goals and opportunities that will prevent harm from gambling; * Demonstrated ability to use Microsoft packages; * Understanding of marketing; * Demonstrated ability to display and present information in an attractive and effective manner. |
| Management Skills | |
| Band 5 (Generic) | Role Specific |
| * Skills in managing time, planning, organising own work & setting priorities * Achieve specific objectives within available resources & timetable * If supervising – able to implement EEO, OH&S & training/development | * Ability to provide support for numerous, concurrent activities within the community; * Ability to complete work within specified times; * Ability to organise and prioritise one’s own work; * Ability to adapt to change; * Ability to manage work independently. |

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| Interpersonal Skills | |
| Band 5 (Generic) | Role Specific |
| * Write reports in field of expertise and/or prepare external correspondence | * Ability to gain cooperation and assistance from key stakeholders and community members in the administration of defined activities; * Effective mediation skills; * Good written and verbal presentation skills; * Ability to work as part of a team. |
| Qualifications & Experience | |
| * Year 12 education or equivalent; * Experience working in a community partnership role is highly desirable; * Project management experience; * Experience in marketing an advantage; * Current drivers licence. | |
| Role Specific Selection Criteria | |
| * Year 12 education or equivalent; * Experience working in a community development role is highly desirable; * Project management experience; * Current drivers licence; * Ability to gain cooperation and assistance from local communities; * Demonstrated ability in the use of Microsoft packages; * Good written and verbal presentation skills. | |