



POSITION DESCRIPTION

Position Title:	Community Engagement Officer
Position No.:	711
Position Status:	Permanent Full Time
Business Unit:	Community Wellbeing
Division:	Community and Culture
Date Verified:	September 2015
Approved By:	General Manager Community and Culture
Enquiries:	Human Resources Officer 5142 3201

APPLICATIONS

- Please include the following information:**
 - Personal details (telephone number, postal address etc.).
 - Employment history including full details of prior experience and present position.
 - Knowledge/understanding, abilities and skills relevant to the vacant position.
 - Details of formal qualifications (including date of issue).
 - Copies of recent references or details of referees who may be contacted.
 - Applicants should address key selection criteria (5 items each approx. 200 words)
 - Online applications to be addressed to:** Human Resources Officer, via our website. Please mark your application: "**Application – Position 711**".
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18 Desailly Street (PO Box 506)
SALE VICTORIA 3850
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JOB STATEMENT

The Community Engagement Officer will work within a community development framework to:

- Support capacity building and delivery of consistent community engagement practice amongst Council staff in line with the principles and actions in Council's Community Engagement Strategy and processes.
- Ensure the integrity of the community planning process is maintained in accordance with the Community Planning Group Terms of Reference.
- Liaise with Councillors and Council staff to enable the integration of community priorities into broader Council planning and policy development.

KEY RESPONSIBILITY AREAS

Coordination and planning

- Support community engagement across Council through the coordination of Regional Councillor Community Meetings, the provision of assistance to staff in their community engagement projects and facilitation of community planning throughout the Shire.
- Provide support to communities to link with relevant Council and agency representatives to support and assist implementation of community priorities.
- Assist in the ongoing adaptation of Council systems and processes to enable effective and consistent delivery of projects involving community engagement.
- Assist with the establishment of processes within Council that will enable effective feedback to communities on the progress of priorities that have been integrated into business plans.
- Continue to provide training opportunities to community members and council staff to further develop skills in community engagement and community planning.

Service Culture

- Establish a strong working relationship with all business units of Council to maximise opportunities for collaborative community engagement.
- Develop and maintain strong working relationships with community representatives, key service providers and all levels of government.
- Represent the Community Wellbeing Unit at relevant meetings and workshops as required.

Financial

- Effectively monitor community planning and community engagement budget items under delegation.
- Assist Social Planning and Policy Coordinator in budget planning and financial reporting relating to community planning and community engagement

Legislative

- Ensure all policies, services and projects related to this position comply with relevant legislation.

General

- As a member of the Community Wellbeing team, contribute to the development and implementation of the Community Wellbeing Business Plan.
- Take all reasonable steps to provide a safe working environment in accordance with the Occupational Health and Safety Act 2004.

ORGANISATIONAL RELATIONSHIP

- Reports to: Coordinator Social Planning and Policy
- Internal Liaisons: Community Wellbeing Business Unit staff
Managers and staff across the organisation
Corporate Management Team, Councillors
- External Liaisons: Members of the community
State and federal government departments
Community organisations and service providers
Other local governments
Specialist consultants
Politicians

JOB ENVIRONMENT

Terms and Conditions of employment are in accordance with any Wellington Shire Council Industrial Agreement.

- Band 5
- 38 hours per week, you may be required to attend meetings outside of normal business hours.
- Indoor environment
- Travel is required with this position (pool cars available)
- Local Government

The position holder is expected to:

- As part of a team, contribute to the achievement of the Council Plan and your Business Unit Plan by achieving financial, customer service and other relevant targets as applicable.
- Follow safe work practices, procedures, instructions and rules.
- Perform all duties in a manner that ensures personal health and safety of others in the workplace.
- Report all hazards and incidents that can cause harm.
- Participate in ongoing training as required.
- Act in accordance with Council and Administrative Policies, relevant legislation and Council's Code of Conduct. Particular emphasis is placed staff adherence to the following policies:
 - Occupational Health & Safety
 - Equal Opportunity, Bullying and Harassment
 - Use of Information and Telecommunication Systems
 - Information Privacy
 - Risk Management
 - Fraud Control



PERSON SPECIFICATION

Accountability and Extent of Authority

- Support and encourage best practice community engagement processes across Council in the development and implementation of projects that affect communities.
- Liaise closely with the Social Planning and Policy Coordinator, Rural Access Project Coordinator and Youth Liaison Coordinator to ensure integration of engagement outcomes into all areas of community development.
- Facilitate the Council community meeting process in a way that supports community engagement and planning.
- Assist with identifying community planning priorities that are local government responsibilities and assist with integrating these into Council planning and policy.

Judgment and Decision Making

- Ability to facilitate collaborative working relationships between community members and communities and government.
- Maintain a solution focussed and capacity building approach at all times.
- Ability to apply knowledge and experience in new and varied situations.

Specialist Knowledge and Skills

- A broad understanding of local and state government policy and planning direction.
- Excellent facilitation and community development skills.
- Excellent communication skills and ability to communicate with both internal and external stakeholders.
- Demonstrated experience and understanding of community engagement and community planning.
- Proven experience in submission writing, report writing and the delivery of presentations.
- Effective budgeting knowledge and skills, including preparation of grant applications.

Management Skills

- Ability to achieve specific objectives within the time and resources available.

Interpersonal Skills

- Capable of brokering collaborative relationships and cooperative decision making outcomes.
- Excellent verbal and written communication skills.
- Ability to liaise and work collaboratively with community groups, stakeholder groups and peers across the organisation.
- Professional presentation skills.
- Networking / partnership development skills essential.

Qualifications and Experience

- Degree or Diploma qualified and experience working in a community engagement related field.
- Experience in data collection, research analysis and submission writing.
- Demonstrated experience and knowledge of social issues / trends and ability to identify key stakeholders.

KEY SELECTION CRITERIA

- Appropriate qualifications and demonstrated experience working within a related field.
- Proven commitment to working with communities in a way that encourages capacity building.
- Demonstrated ability to identify key stakeholders and maintain their involvement in the development and delivery of an initiative.
- High level written and presentation skills.
- Experience and willingness to work as both a team member and independently.