

POSITION TITLE AND NUMBER:	Community Buildings and Partnerships Lead (1297)
EMPLOYMENT STATUS:	Full time (negotiable), Ongoing
CLASSIFICATION:	Band 7
UNIT:	Community Partnerships

THE UNIT

The Community Partnerships Unit enhances liveability through working together with residents and groups to support a community that is inclusive, strong and resilient. The Unit is responsible for understanding the needs and priorities of the community in order to deliver on Council's commitments to community development, social justice, equity, accessibility, inclusion and participation, community safety, respect for others, places to connect, and a sense of belonging.

The Unit comprises of three teams which undertake work related to diversity, inclusion, equity, community engagement, community safety, community grants, community development, and non-recreational community facilities (including early years). Further information is found at our [Community and care website](#).

POSITION OBJECTIVE

- To provide leadership and professional expertise in the management of Council's community infrastructure portfolio, ensuring community facilities are effectively planned, monitored and maintained to support service delivery, informed decision-making and sustainable community outcomes.
- To oversee asset management, stakeholder engagement and continuous improvement activities across the Community Partnerships portfolio, ensuring community infrastructure assets are managed efficiently and aligned with Council priorities and community needs.
- To lead the Community Infrastructure Team in delivering customer-focused, compliant and effective services that support the utilisation, sustainability and performance of community facilities.

KEY RESPONSIBILITIES AND DUTIES

- Coordinate the management of Council-owned and managed community facilities, including kindergartens, early learning centres, community halls, libraries and neighbourhood houses, to support effective service delivery and positive community outcomes.
- Develop and implement proactive asset management strategies, frameworks, plans and processes that support evidence-based decision-making and long-term sustainability in line with the Community Infrastructure and Precincts Strategy and Early Years Infrastructure Framework.
- Oversee asset, utilisation and facility data management, including auditing and monitoring activities that identify risks, requirements and opportunities for improvement.
- Analyse asset and facility information and provide recommendations to support planning, prioritisation and operational decision-making.
- Provide expert advice and collaborate with internal and external stakeholders to support community infrastructure planning, project delivery, facility management and service improvement through effective engagement and consultation activities.
- Research funding opportunities and assist in the preparation of grant applications and reporting requirements where relevant.
- Contribute to the development, review and continuous improvement of policies, procedures and operational practices.
- Provide day-to-day leadership to the Community Infrastructure Team, including coordinating workloads, setting priorities, supporting performance and development, and ensuring work is delivered in line with Council objectives, policies and values.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Leadership, sound judgement, attention to detail, excellent time management, community infrastructure and asset management capability, project and contract management skills, budgeting, data analysis and problem solving.
Personal attributes:	Clear communication, good interpersonal skills, sound judgement, collaborative leadership, innovation, efficiency, accountability and a proactive approach.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Community Strengthening
Supervises:	Community Infrastructure Team
Internal Liaisons:	Directors, Unit Managers and other City employees
External Liaisons:	Contractors, consultants, user groups, service authorities, general public, customers and external suppliers

ADDITIONAL INFORMATION

- A satisfactory Police Record Check, Working With Children Check and evidence of any required vaccinations is required for this position.
- The City of Greater Bendigo is proudly a child safe organisation and adheres to the Victorian Child Safe Standards and related legislation.
- This position may require a pre-employment medical assessment.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring device.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.

QUALIFICATIONS

- Degree or Diploma qualification with several years of subsequent relevant experience in Project Management methodologies, or higher formal qualifications either in Project Management or in Management together with experience, or lesser formal qualifications with extensive relevant experience.

KEY SELECTION CRITERIA

- Demonstrated leadership experience in coordinating team activities, managing workloads, setting priorities, supporting employee development, providing constructive feedback, promoting safe work practices and contributing to workforce planning and recruitment to achieve team objectives.
- Demonstrated knowledge and experience in community infrastructure, asset management, project and contract management principles, legislation, standards and practices, including the ability to apply Council policies, procurement requirements and relevant frameworks.
- Demonstrated financial management skills, including budget preparation, monitoring and resource management relevant to community infrastructure and asset management activities.
- Highly developed communication and interpersonal skills, including experience in preparing and presenting high quality written and verbal reports to a variety of audiences.
- Proven ability to work collaboratively with internal and external stakeholders and provide guidance, support and constructive advice to team members and community partners.
- Ability to contribute to the development, review and continuous improvement of policies, procedures and service delivery practices.
- A strong customer service focus with the ability to build productive relationships and effectively consult with managers, staff, community groups, contractors, service providers and volunteers.

Position Demands	Rare	Occasional	Frequent	Constant	N/A
	<5% of the time	5% - 33% of the time	34% - 66% of the time	>66% of the time	
Physical demands					
Sitting			✓		
Standing			✓		
Walking			✓		
Stairs/ climbing ladders		✓			
Squatting/ bending/ crouching		✓			
Neck movement			✓		
Trunk movement including rotation		✓			
Foot movement			✓		
Bilateral upper limb use - below shoulder height			✓		
Bilateral upper limb use - above shoulder height	✓				
Repetitive movement of upper limb		✓			
Gripping with hands				✓	
Fine motor skills				✓	
Reaching forward			✓		
Lifting - up to 10kg	✓				
Lifting - between 10kg and 20kg					✓
Carrying – up to 10kg	✓				
Carrying – between 10kg and 20kg					✓
Pushing/ pulling objects	✓				
Working in confined spaces	✓				
Exposure to hazardous noise					✓
Balancing / uneven ground		✓			
Exposure to vibration					✓
Exposure to extreme heat/cold and/or UV radiation		✓			
Exposure to airborne hazardous substances	✓				
Exposure to infectious diseases					✓
Cognitive / Psychological demands					
Management of resources/personnel/financial/material				✓	
Verbal communication				✓	
Attention to detail or concentration				✓	
Reading/Written literacy				✓	
Numerical skills				✓	
Exposure to distracting stimuli		✓			
Working co-operatively with others				✓	
Performance of multiple tasks with time management skills				✓	
Exposure to sensitive or distressing content or events	✓				
Deadline pressures – activities are performed under time restraints				✓	
Dealing with challenging behaviours, including aggression or conflict with public			✓		
Task unpredictability		✓			
Frequency of decision making				✓	
Working remotely or in isolated work			✓		
Other					
Vaccinations that may be required	N/A				

BAND 7 CLASSIFICATION DESCRIPTORS

Accountability and extent of authority:

- Responsible for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- Responsible for providing specialist advice and to regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- Input into policy development and formulation within the area of expertise, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

Judgement and decision making:

- The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. Ability to problem solve using the application of these established techniques to new situations and ability to recognise when these established techniques are not appropriate.
- Requirement to identify and analysis an unspecified range of options before a recommendation can be made into policy formulation.
- Guidance is not always available within the organisation.

Specialist skills and knowledge:

- Require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.
- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- Knowledge and understanding of the principles and practices of asset, project and contract management practices
- Understanding and theoretical knowledge of current building acts, regulations, codes of practice and recognised standards relevant to the delivery of capital works program.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.

Management skills:

- Supervise and provide guidance and support to staff.
- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- An understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes.
- Contribute to the development and implementation of long term staffing strategies.

Interpersonal skills:

- Ability to demonstrate, display and promote the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- High level written and oral communication skills.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems and with other City employees to resolve intra-organisational problems.
- Ability and commitment to maintain confidentiality at all times.