

POSITION TITLE AND NUMBER:	Community Participation Officer (437)
EMPLOYMENT STATUS:	Part time, Ongoing
CLASSIFICATION:	Band 6
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, engaged 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, fairness and social equity, accessibility and participation, community safety, respect for others, community engagement and sense of belonging.

The Unit undertakes work related to non-recreational community facilities, cultural diversity, disability inclusion, indigenous reconciliation, youth development, community engagement and connections, crime prevention (including family violence) and small town and rural development. The Unit also delivers a series of community grant programs and works closely with organisations to build their capacity and achieve common goals.

This position is situated within the Community Connection team, one of three teams within the Community Partnerships Unit, which has the specific focus of youth and community engagement. Further information is found at [our website](#)

POSITION OBJECTIVE

- Develop and implement evidence based and effective initiatives, programs, projects and partnerships that improve health and wellbeing outcomes across the lifespan.
- Contribute to the development, review and implementation of strategies, policies and plans for the organisation and wider community.

KEY RESPONSIBILITIES AND DUTIES

- Develop and implement effective initiatives, programs and projects to assist children, youth and older adults, and the families, particularly vulnerable families, to navigate the service system, and enable participation and inclusion in their local community.
- A comprehensive understanding of equity and disadvantage in our community, system change approaches and demonstrated work experience influencing outcomes for community.
- Proven ability to develop and sustain productive multi-agency partnerships and integrated strategic responses involving government agencies, peak bodies, local services and community networks.
- Develop and maintain strategic relationships and networks to ensure an intersectionality approach to responding to the priorities of children, youth and older adults in the community.
- Contribute to a more connected and inclusive early years system by strengthening collaboration, coordination and shared leadership across organisations that support children and families
- Write funding proposals, develop budget business cases, and project reports that help to deliver improved social connection, community participation and health and wellbeing outcomes
- Facilitate the participation of children, youth and older adults in the planning and development of broader City strategies and programs by raising awareness and consulting about their views.
- Contribute to a positive unit and team culture through exercising personal responsibility and collaborative decision making.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Leadership, community engagement, systems thinking, communication, multi-agency partnerships, project management, strategic policy analysis and critical thinking, budgets, report writing and ability to work in local government environment.
Personal attributes:	Passionate about community development and advocacy; values driven; enjoy team work; effective time management.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Community Connection
Supervises:	Nil
Internal Liaisons:	City employees
External Liaisons:	Service authorities, contractors, 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 some relevant experience or substantial relevant experience in Social Policy, Health and Community Development or similar discipline.

KEY SELECTION CRITERIA

- Substantial experience in planning, implementing and evaluating community development activities, programs and projects.
- A demonstrated understanding of a systems change framework and how it relates to promoting equity in our community.
- Understanding of current policy context and services that impact children, youth and older adults in our community.
- Proven ability to develop and sustain productive multi-agency partnerships and integrated strategic responses involving government agencies, peak bodies, local services and community networks.
- Skills in managing time, setting priorities and planning and organising one's own work, to achieve specific and set objectives in the most efficient way possible.
- An effective team player, along with the ability to work cooperatively and positively in a sensitive and confidential environment.
- Excellent communication and interpersonal skills, both verbal and written with proven skills in quality report writing and preparing policy submissions and funding applications.

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					

BAND 6 CLASSIFICATION DESCRIPTORS

Accountability and extent of authority:

- Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Undertake policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- Formal input into policy development within the works units area of expertise and/or management.

Judgement and decision making:

- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- Ability to improve and/or develop methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

Specialist skills and knowledge:

- Proficient understanding of and commitment to community development and social inclusion.
- Proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- An understanding of the long-term goals of the work unit and of the relevant policies of both the unit and the wider organisation.
- Require familiarity with relevant budgeting techniques.
- Proficient in the use of computer software including Microsoft office suite.

Management skills:

- Skills in managing time, setting priorities, 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.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

Interpersonal skills:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the City to resolve intra-organisational problems.
- Excellent verbal communication skills and the ability to confidently and professionally communicate with a range of stakeholders including executive management, managers and employees.
- Well-developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.