



Position Details

Position title:	Coordinator Community Strengthening
Award Classification:	Band 8
Department:	Community Building and Inclusion
Division:	Community Wellbeing and Inclusion
Date Approved:	October 2026
Approved By:	Manager Community Building and Inclusion

Organisational Relationships:

Reports To:	Manager Community Building and Inclusion
Supervises:	Housing Partnerships Advisor, Housing Program Lead, Community Safety Lead, Community Recovery Lead
Internal Stakeholders:	Council Employees and Councillors
External Stakeholders:	Residents, general public, community groups, not-for-profit organisations, government representatives, statutory authorities, suppliers, consultants, and contractors.

Position Objectives

- Provide overarching leadership across community recovery, housing, homelessness, safety, and food security, ensuring alignment with Council's strategic goals and integrated, community-focused outcomes.
- Lead the design, implementation, and evaluation of inclusive, trauma-informed, and evidence-based policies and programs, fostering cross-functional collaboration to address complex social challenges.
- Represent Council in strategic forums, advocate for systemic reform, and guide direct reports in delivering specialised functions, while ensuring accountability, budget management, and continuous improvement.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First

Key Responsibilities and Duties

- Provide high-level leadership and oversight across the domains of community recovery, affordable housing, housing and homelessness partnerships, community safety, and food security. Ensure each function is aligned with Council's strategic objectives, and that initiatives are integrated to deliver cohesive, community-focused outcomes.
- Lead the development, implementation, and evaluation of policies and programs that span emergency recovery, housing affordability, homelessness prevention, community safety, and food security. Ensure cross-functional collaboration to embed inclusive, trauma-informed, and evidence-based approaches across all service areas.
- Represent Council in strategic forums and partnerships with government, industry, and community organisations.
- Leading advocacy for systemic reform, increased investment, and collaborative solutions that address complex social issues and improve community wellbeing.
- Support and guide direct reports in delivering their core functions:
- Community Recovery Lead: Oversee community recovery initiatives, community engagement, and resilience-building programs.
- Housing Program Lead: Drive planning system reforms, housing strategy development, and cross-sector partnerships.
- Community Safety Lead: Coordinate responses to community safety concerns, implement crime prevention strategies, and manage the Community Safety and Wellbeing Plan.
- Housing Partnerships Advisor: Lead and coordinate strategic partnerships and collaborative initiatives aimed at ending homelessness—particularly rough sleeping—through integrated service responses, data-driven approaches, and advocacy.
- Monitor program outcomes, manage budgets, and ensure compliance with legislative and policy frameworks. Foster a culture of continuous improvement, innovation, and accountability across all teams.

Accountability and Extent of Authority

- Lead and manage a team of technical specialists, providing strategic direction, operational oversight, and fostering a high-performance culture aligned with Council priorities.
- Oversee financial and contractual responsibilities, including developing and managing budgets within delegated authority, and ensuring service agreements and contracts are delivered on time, within scope, and to agreed standards.
- Lead the development and implementation of key strategic community policies and strategies around housing, homelessness, community safety and crisis and emergency recovery.
- Manage customer, councillor, and CEO service requests and complaints; represent Council at public meetings and lead stakeholder relationships in community and social planning initiatives.

Judgement and Decision Making

- Exercise independent, strategic problem-solving by developing solutions to complex issues, considering critical paths, dependencies, and alignment with Council policy and objectives.
- Independently design and conduct research, including selecting appropriate methodologies, collecting and analysing data, and applying findings to inform decision-making.
- Identify and drive policy and process improvements by proactively assessing requirements and implementing enhancements to strengthen service delivery.
- Demonstrate autonomy and initiative, working effectively without guidance when required, and ensuring accountability for outcomes.
- Apply sound judgement in a complex environment, considering political context, governance requirements, available resources, and organisational constraints in all decision-making.

Specialist Skills and Knowledge

- Sound knowledge and understanding of community recovery, affordable housing, homelessness, public safety, and food security, with demonstrated ability to lead integrated, evidence-based, and trauma-informed strategies aligned with organisational objectives.
- Proven high-level skills in developing, implementing, and evaluating complex policies and programs; strong capability in cross-functional collaboration, partnership building, advocacy, and representing the organisation in high-level forums.
- High-level competence in managing teams, budgets, contracts, and compliance; ability to monitor outcomes, drive continuous improvement, and ensure accountability across diverse service areas.
- Strong understanding of the legal, socio-economic and political operating environment.

Management Skills

- Proven ability to work collaboratively across all levels of staff and with external stakeholders, manage technical specialists and contractors, and lead change initiatives within resource-constrained environments.
- Demonstrated experience in planning, scheduling, and delivering complex projects to scope, budget, and timelines, while navigating competing priorities with minimal supervision.
- Advanced capability in ensuring planning and research activities meet legislative, policy, and ethical standards.
- Skilled in liaising and negotiating with funding bodies, service providers, and community groups to support strategic outcomes.

Interpersonal Skills

- Demonstrated ability to communicate professionally and effectively - both verbally and in writing - with diverse internal and external stakeholders, including Councillors, community groups, and government partners.
- Proven capacity to lead, develop, and motivate technical specialists and broader teams.
- Ability to negotiate with and influence employees and stakeholders across all levels of the organisation to achieve strategic and operational outcomes.
- Strong self-awareness, impartiality, and a personable approach that balances courtesy with assertiveness; consistently delivers high-quality customer service in complex and politically sensitive environments.

Qualifications and Experience

- **Academic:** Degree or diploma in social science or related qualification with relevant experience plus post graduate qualifications or qualifications/experience in another field or lesser formal qualifications with extensive and diverse experience, or intensive specialist experience.
- **Experience:** Significant relevant experience in leading the development, implementation, and evaluation of policies and programs that span emergency recovery, housing affordability, homelessness prevention, public safety, and food security.

Mandatory Requirements

- Working with Children Check.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding, and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First



Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments. Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences.
- Sufficient proof of their right to work in Australia.
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check.

Key Selection Criteria

- Proven ability to lead, develop, and motivate technical specialists and multidisciplinary teams, fostering a high-performance and inclusive culture aligned with organisational objectives.
- Extensive experience in community recovery, affordable housing, homelessness, public safety, and food security, with a track record of developing and implementing integrated, evidence-based, and trauma-informed strategies.
- Demonstrated ability to independently design and conduct research, analyse complex data, and develop solutions to multifaceted social and community issues, ensuring alignment with Council policy and objectives.
- Experience in planning, delivering, and evaluating complex projects and programs to scope, budget, and timelines, including managing contracts, service agreements, and delegated financial responsibilities.
- Highly developed verbal and written communication skills, with the ability to build and maintain effective relationships, negotiate with a wide range of stakeholders, and represent Council in public forums and strategic partnerships.
- Advanced understanding of legislative, policy, and ethical standards relevant to community services, and demonstrated ability to ensure compliance in planning, research, and service delivery.
- Degree or diploma in social science, public health / policy or related qualification with relevant experience plus post graduate qualifications or qualifications/experience in another field **or**

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First



Position Description

PD Coordinator Community Strengthening, October 2026

lesser formal qualifications with extensive and diverse experience in community service planning, infrastructure, or research.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First