



City for All Project Officer

Role purpose

To support the delivery, coordination and accountability of actions under the *City for All Action Plan* by working collaboratively across the Community Programs Group. The role provides project and program support across community-focused initiatives, with a particular focus on Equal Access and Aboriginal Programs, and contributes to inclusive, accessible and culturally aware outcomes for the Hobart community

Role overview

EA & Classification	Hobart City Council Enterprise Agreement 2024 (or its successor) Municipal Officer Level 3
Position Number	7012
Number of direct reports	0
Responsible for total staff	0
Delegations & Authority	Nil
Budget level	Nil
Network, Group, & Team	Community and Economic Development, Community Programs, Accessible City
Immediate Manager	Accessible City Coordinator (9881)



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Role accountabilities Key result areas



Strategic

- Support the delivery and accountability of actions within the City for All Action Plan.
- Apply project management principles to support the planning, coordination and delivery of community-focused programs and initiatives.
- Maintain a broad understanding of current community issues, priorities and opportunities to inform service delivery.
- Support initiatives including Hobart Respects All, the City for All Action Plan, volunteer system management and community grants administration.

Corporate

- Represent the City of Hobart professionally and promote the organisation as a provider of innovative, efficient, equitable and high-quality services.
- Support organisational objectives through effective collaboration across teams and stakeholder groups.
- Contribute to inclusive, accessible and culturally aware practices that align with Council priorities and values.

Group

- Coordinate and support projects delivered by the Community Programs Group.
- Develop and maintain project plans, implementation schedules and reporting processes.
- Support the Accessible City Coordinator to ensure projects are delivered within agreed timeframes and available resources.
- Evaluate project outcomes and contribute to data collection, analysis and reporting activities.
- Maintain accurate project records and coordinate updates to volunteer management systems.
- Monitor community grant administration processes and act as a central contact point for enquiries.
- Coordinate and update promotional and communication materials related to Community Programs initiatives.
- Support the delivery of Equal Access and Aboriginal Programs.
- Prepare reports, briefings, correspondence and other written materials as required.
- Ensure project activities are delivered in accordance with workplace health and safety requirements and risk management practices.

WORKING TOGETHER TO MAKE HOBART A BETTER PLACE FOR THE COMMUNITY

Leadership

- Support community engagement and participation in programs and projects.
- Develop and maintain productive working relationships with internal and external stakeholders.
- Demonstrate behaviours that foster trust, collaboration, accountability and inclusive practice.
- Contribute positively to team culture and continuous improvement initiatives.

Behaviour Standards

- Actively demonstrate the expected behaviours described in the City of Hobart Capability Framework in accordance with the position classification.

Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- Ensure compliance with Work Health and Safety and Child and Youth Safety requirements at all times and follow prescribed reporting processes within the required timeframes.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.

Selection criteria

Qualifications and Licenses

- Tertiary qualification in Project Management, Community Development or a related discipline, or demonstrated practical experience in a similar role.
- Current Tasmanian Registration to Work with Vulnerable People.
- Current Driver Licence.

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Essential

1. Demonstrated experience in planning, coordinating and delivering projects that achieve positive community outcomes.
2. Well-developed organisational and time management skills, including the ability to manage competing priorities and meet deadlines.
3. Knowledge and practical application of inclusive and accessible engagement practices and cultural awareness principles.
4. Strong stakeholder management skills and the ability to work effectively with community members and internal stakeholders.
5. Well-developed written communication skills with experience preparing reports, correspondence, briefing materials and evaluation documents.
6. Strong analytical and problem-solving skills with the ability to identify practical solutions and respond to changing priorities.
7. Highly developed interpersonal and relationship management skills.
8. Ability to work both autonomously and collaboratively within a team environment.
9. Strong digital literacy and proficiency in Microsoft Office applications.
10. Ability to self-reflect and demonstrate organisational value and behavioural standards.

Desirable

- Experience supporting Equal Access, inclusion, diversity, Aboriginal engagement or community development initiatives.
- Experience administering community grants or volunteer management programs.

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City for All Project Officer Pre-employment checks

1. National Criminal History check
2. Pre-employment Medical Assessment – Low
3. Tasmanian Registration to Work with Vulnerable People (RWVP) - Employment.

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

Our Values



People

We care about people – our community, customers and colleagues



Focus & Direction

We have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.



Accountability

We work to high ethical and professional standards are accountable for delivering outcomes for our community.



Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community



Creativity & Innovation

We embrace new approaches and continuously improve to achieve better outcomes for our community.