

Community Planning and Engagement Officer

Classification: Band 7

Date Reviewed: October 2018

Department: Community Planning and Advocacy **Directorate:** Advocacy, Partnership & Community

Approved by: Manager, Community Planning and Advocacy

Commitment of Brimbank City Council

All employees at Brimbank City Council are expected to provide the highest standards of work to ensure that Council can achieve its Vision and meet organisational objectives.

Our Vision

Vibrant, harmonious and welcoming.... a great place to live, work and grow.

Statement of Strategic Intent

Developing Brimbank through enhancing and celebrating the many diverse identities, communities and cultures within Brimbank; creating high quality spaces and places; and providing learning and employment opportunities.

Mission

Brimbank City Council will strive to achieve the community's vision by:

- Meeting the needs of our community and those of future generations in a collaborative and financially responsible manner;
- Enhancing community wellbeing within a strong foundation of social justice;
- Creating an urban environment that is safe, attractive, vibrant and liveable;
- Demonstrating commitment to environmental protection, sustainable development and reducing our ecological footprint;
- Promoting Brimbank as the first choice for new industry, business and development; and
- Delivering best practice services that meet the needs of the diverse and growing Brimbank community.

Our Values

For Brimbank City Council employees and Council, to be the best at what they do and achieve the community vision and Council strategic intent and mission, their actions and decisions are guided by a set of five fundamental and unifying values:

Community
First

We show **Respect**
We act with **Integrity**
We work **Together**
We **Communicate** openly
We strive for **Excellence**

Position Purpose

This position is based at Council's Connected Communities Unit which is responsible for building community capacity, increasing participation in community life and driving engagement best practices across the organisation to ensure community needs inform decision making. The Unit engages with the Brimbank community to support project implementation and policy development such as the Brimbank Community Vision 2040 and Council Plan 2017 - 2021.

The Community Vision 2040 is important because we need to plan not only for what the community needs now but also for future generations. The Community Vision 2040 establishes a shared framework for the community and partner organisations to work collectively because none of the goals can be achieved by a single organisation.

Key Responsibilities

- **Community Planning**

- Link local area initiatives to municipal wide projects to support the Council Plan and Brimbank Community Vision 2040 implementation.
- Work with Council and stakeholders to respond to funding and advocacy opportunities that will enable the Council Plan and Community Vision outcomes to be met.
- Contribute to Community Vision and Council Plan reviews and communicate information regarding progress of activities and Community Vision and Council Plan indicators to community members, community and business groups, service providers, Council officers, and State and Commonwealth stakeholders.

- **Partnership Development and Engagement**

- Engage with internal and external stakeholders to support partnerships which increase civic participation and connectedness, collaboration, coordinated planning and policy development, services development and advocacy.
- Identify and initiate opportunities for partnership development including community engagement activities in local areas that will meet the Council Plan and Community Vision objectives.
- Work within the Community Planning and Advocacy department, and cross organisationally, to ensure that Council adopts a cohesive and integrated approach to its community planning and engagement activities.
- Collaborate with colleagues across a large and complex organisation to execute community engagement initiatives that arise out of the Council Plan and Community Vision.
- Support and facilitate community reference and advisory groups as required.
- Assist in building the organisational and staff capacity in community engagement principles and practice through:

- Providing support to department leaders and individuals in the further development and strengthening of existing engagement practices.
- Providing consultancy and leadership to internal departments on the design, delivery and evaluation of engagement projects.
- Collaborating with People and Performance to design and deliver internal training on current community engagement skills and practices.
- Sharing and promoting current thinking on community engagement principles and practice.

- **Population based planning**

- Work in collaboration with Council, external service providers and community members to identify how service access and development can be viewed in the context of access to recreation, learning and employment, arts and culture, housing and transport to increase community inclusion at each life stage.
- Ensure that all future community planning, service development and advocacy addresses community inclusion for Brimbank's diverse population groups in a systematic way.
- As required scope, implement and report on identified community strengthening initiatives such as Community Governance, Community Leadership and Alumni Programs.
- Reporting on activities and progress to Executive Management Team, Council, community and key stakeholders as required.

Equal Opportunity

Support the provision of a work environment that is free from harassment, discrimination and bullying and refrain from engagement in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community.

Adhere to Council's Equal Opportunity policy and procedures and the Victorian Equal Opportunity Act 1995 and federal legislation in regard to Equal Opportunity.

Occupational Health and Safety

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public.

- Executive – Establish, maintain, evaluate and continuously improve Council's OHS management system
- Managers, Coordinators, Team Leaders – Implement, monitor, audit, supervise and enforce conformance with Council's OHS policies, procedures and safety standards. Prepare and implement associated Departmental OHS programs. Identify and resolve Departmental OHS issues.
- Employees – Everyone is an employee - Conform to Council's OHS policies, procedures, and code of conduct and safety standards. Whilst at work, all employees must:

- Take reasonable care for their own health and safety
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions in the workplace
- Co-operate with respect of any action taken by Council to establish and maintain occupational health and safety systems and procedures
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety
- Use protective equipment or clothing provided by Council at all required times
- Employees should immediately notify their manager in the event of an injury, near miss, damaged equipment or other workplace hazard
- Refer: Occupational Health and Safety Act 2004

Risk Management

- Contribute to making Brimbank as risk free as possible for all employees, residents and visitors
- Take all reasonable action to protect Council assets from damage and or loss
- Comply with Council's Risk Management Policy and Risk Management Guide.

Legislative Governance

Each employee has a duty and a responsibility to:

- Contribute to the development of Council's legislative governance culture
- Adhere to Council's Legislative Governance Policy
- Do all things reasonably necessary to achieve compliance with those obligations relevant to you, which are derived from law, Council policy, strategy, procedure and contracts, as soon as practicable and by the legislative due date.

Returns

Staff may be required to submit a Return of Interests pursuant to section 81 of the Local Government Act, if appointed by the CEO as a Nominated Person or where required to by law.

Organisational Relationship/Context

Reports to Coordinator, Connected Communities

Supervises Students or Volunteers

Budget managed Project Budgets

Major contacts Internal Liaisons

- Council Officers
- Coordinators
- Managers
- Directors

External Liaisons

- Community members (Brimbank residents and visitors).
- Community and Business Groups.
- Service Providers.
- Other Councils, State and Commonwealth Departments.

Accountability

- For coordinating and/or delivering high standard projects and advocacy in accordance with related priorities of the Council Plan and Community Vision.
- Preparation of work plan for implementation.
- Provision of specialist advice to Council, internal/external and community stakeholders as relevant to community planning and engagement.
- Accountable for the timely preparation of quality reports and advice as requested by the Coordinator Connected Communities.
- Accountable for meeting all aspects of the annual work plan for the Connected Communities Unit work plan.

Judgement and Decision Making

This position will exercise sound judgment in regard to the day to day work of the community planning and engagement officer role within the Connected Communities Unit. This includes making recommendations on key matters including community engagement, partnership development, policy development and strategic planning work to ensure expected outcomes are met in a timely manner.

Specialists Skills and Knowledge

- Thorough knowledge of community and urban planning issues and theories, methodologies and skills in applying these.
- Knowledge of current relevant policy and the planning role of Local, State and Federal Governments.
- Successful experience in community planning and engagement.
- Knowledge and successful experience of identifying community trends and developing proactive approaches in a local government context, particularly in the areas of community strengthening and community engagement for diverse communities.
- Effective negotiation skills.
- High level community engagement knowledge and skills.
- Effective high order verbal and written skills to convey multifaceted and complex information in forms appropriate to a range of audiences, including Council, senior management, community groups and members of diverse linguistic and cultural backgrounds.
- Experience preparing and managing project budgets.

Management Skills

- Demonstrated ability to set work and priorities in a changing and demanding environment.
- Demonstrated ability to achieve goals and targets within specified time lines.
- Demonstrated ability to work collaboratively with other Council staff and key external stakeholders.

Interpersonal Skills

- Excellent written and verbal communication skills to effectively communicate with many different audiences.
- Excellent negotiation and advocacy skills.
- Excellent team player.
- Ability to work effectively with and gain the cooperation of Council staff, community groups, consultants, contractors, service providers, volunteers and the general community.

Qualifications and Experience

Mandatory

- A tertiary qualification in a discipline related to social or community planning and engagement.
- Demonstrated successful experience and skills in community planning, engagement and development work with community members based on their life stage, gender, cultural and Indigenous backgrounds and experience of disability.
- Demonstrated successful experience in the implementation of strategic plans that address physical and social improvements.
- Current Victorian Drivers License.

Essential

- Recent Local Government experience in a similar position.
- Other language relevant to the Brimbank Community.
- A comprehensive knowledge of the role of local government in relation to community planning and engagement.

Key Selection Criteria

- Ability to work in accordance with our values and behaviours
- A tertiary qualification in a discipline related to social or community planning and engagement.
- Ability to implement strategic plans in local contexts within agreed timeframes.
- Experience identifying and working with diverse stakeholders in local contexts to achieve increased participation in planning, service development and advocacy.
- Demonstrated knowledge of and experience in implementing community development and engagement principles.
- Experience working with community members from diverse cultural and Indigenous backgrounds and an understanding of the impact that gender and disability can have on participation in local areas.
- Ability to use flexible approaches to negotiate the support and collaboration of Council and external stakeholders to implement local initiatives.
- Demonstrated highly developed and effective written and verbal communication skills.
- Demonstrated ability to work collaboratively and autonomously within a team environment.
- Current Drivers Licence.