

POSITION DESCRIPTION



CITY OF
MONASH

TITLE: LGBTIQA+ PARTNERSHIPS OFFICER

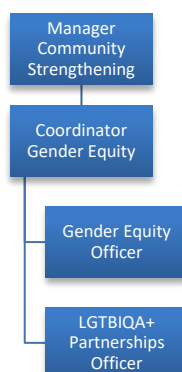
Position Number:	T223011
Banding/Remuneration:	Band 6
Division/Branch:	Community Services/Community Strengthening
Reports To:	Gender Equity Coordinator
Date Approved/Reviewed:	September 2021
Inherent Requirements of Job	Yes

POSITION OBJECTIVES:

Reporting to the Gender Equity Coordinator within the broader Community Strengthening team, the LGBTIQA+ Partnerships Officer will foster and develop key partnerships to work collaboratively across Council and the community to:

- Develop, implement and evaluate an LGBTIQA+ action plan in consultation with the LGBTIQA+ Advisory Committee
- Coordinate the LGBTIQA+ Advisory Committee
- Coordinate the process of working towards Rainbow Tick Accreditation for the organisation.

TEAM STRUCTURE:



KEY RESPONSIBILITY AREAS:

LGBTIQA+ Partnerships: To ensure both Council and the Monash community are welcoming and inclusive of people who identify as LGBTIQA+.

- Support the development, implementation and evaluation of Council's LGBTIQA+ Action Plan
- Provide secretariat support, high quality and timely progress reports to Council and to Council's LGBTIQA+ Advisory Committee.
- Provide comprehensive advice and support to enable the organisation to efficiently and effectively manage Rainbow Tick Accreditation requirements.
- Support the Rainbow Tick Project Control Group (PCG) in planning and implementing the Rainbow Tick standards across the organisation.
- Assist with developing and maintaining documentation to comply with Rainbow Tick standards and other project related work.
- Support the development, implementation and evaluation of evidence-based LGBTIQA+ Inclusion strategies in Council's Municipal Public Health and Wellbeing Plan.
- Build the internal capacity of Council staff through training and other professional development opportunities.
- Apply for external funding that relates to key priorities in the LGBTIQA+ Action Plan and report to funding bodies on the progress of externally funded programs and initiatives.

Community Engagement and Partnerships: To foster and develop strong partnerships to ensure the LGBTIQA+ community has a strong voice and representation across Monash.

- Facilitate and enable community participation on LGBTIQA+ inclusion through the use of appropriate community engagement and consultation activities. This includes consultation with internal Monash staff and with external Monash community, community representatives, service providers and partner agencies to Councils.
- Develop strong and collaborative internal and external partnerships and networks (local, regional and State) to embed LGBTIQA+ inclusion across Monash.
- Incorporate best practice in community capacity building as it applies to the local context.
- Represent Council in various approved forums.

Project Management: To ensure the project deliverables associated with the position are managed in an efficient and effective manner.

- High-level project management and coordination skills.
- Prepare concise, accurate and well communicated project plans.
- Collaborate with internal and external partners to resolve issues and/or provide advice.
- Contributes to the preparation of high-quality plans, reports and related materials with appropriate consultation and within agreed timeframes.
- Prepare reports to Council as required.
- Ensure that all activities are understood in a manner which positively promotes and enhances the image of the organisation as one which takes pride in providing high quality services in an efficient and effective manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The position reports directly to the Gender Equity Coordinator. In line with the position purpose and key responsibilities the following describes the accountability and extent of authority of the LGBTIQ+ Partnerships Officer:

- Implement agreed actions set out in work plan.
- Accountable for the provision of specialist advice, excellent customer service, and the development of policy.
- Accountable to the community and all members of the organisation for the provision of accurate and timely information.
- Review and input into development of policies and strategies and to make recommendations on future directions of policies and priority community issues under guidance of supervisor.
- Is responsible for representing Council on a range of committees and liaising with all levels of Government.
- Provide content specific expertise on prevention initiatives, including building the capacity of Council departments to be LGBTIQ+ Inclusive.
- Develop and strengthen community partnerships and networks to improve the well-being of the LGBTIQ+ Monash community.

JUDGEMENT AND DECISION MAKING:

- Ability to solve problems and make informed decisions on a day to day basis and show initiative in the researching of information.
- Ability to make judgements and determine issues within an established philosophical and values driven framework.
- Ability to make judgements that support appropriate development of policies and procedures relating to the areas of responsibility of the position.
- Provide advice to Council on LGBTIQ+ and key public health priorities
- Decisions are made within the responsibility of the position governed by delegated authority and established policy.
- Ensure that sound and timely advice is provided to the Gender Equity Coordinator and Manager Community Strengthening.
- Developed research, evaluation and problem solving skills.
- Guidance and advice is usually available to make decisions

SPECIALIST KNOWLEDGE AND SKILLS:

- Understanding of and ability to assess current issues affecting and/or impacting LGBTIQ+ communities, as well as leverage opportunities for LGBTIQ+ communities.

- Knowledge of the relevant Government legislation, Rainbow Tick Accreditation and other policies to improve the health and wellbeing of the LGBTIQ+ community.
- Expertise, knowledge and demonstrated experience to the principles of health promotion, public health and capacity building.
- Knowledge of the social determinants of health and applying them to promote LGBTIQ+ inclusion.
- Understanding of Social Justice and Human Rights issues.
- Able to plan, implement, evaluate, and manage high level projects.
- An ability to work effectively and build partnerships with a diverse range of internal and external stakeholders.
- Deliver presentations and prepare written reports, tailoring styles to a variety of audiences.
- Understanding of Council and in particular the Community Development and Services Division goals.
- Apply professional knowledge in project management, computer systems, community development, health promotion and social planning principles.

MANAGEMENT SKILLS:

- Ability to set priorities, plan and organise self and others to achieve project objectives within required timeframes efficiently and within the resources available.
- Ability to manage multiple projects and timelines in fast-paced, political environment.
- Ability to manage own work with a minimum of supervision.
- Ability to influence for best outcomes.
- Project and resource management skills.

INTERPERSONAL SKILLS:

- Coordinate the Rainbow Tick Accreditation process and manage the appropriate process under the guidance of the Gender Equity Coordinator.
- Excellent communication skills, which includes verbal, written and presentation skills.
- Highly developed report writing skills for the preparation of reports, presentations, correspondence and submissions.
- Strong conflict resolution skills including the ability to facilitate community meetings and workshops that are solution focused and maximise participation by individuals.
- Strong organisational skills including the capacity to be proactive and use initiative, set priorities and to plan and act to achieve desired outcomes within specific timeframes.
- Ability to manage a variety of tasks with minimal supervision.
- A demonstrated ability to work as a member of a high performing team.
- A demonstrated ability to show initiative and innovation in the development of programs.

- Demonstrated ability to liaise, work effectively and build partnerships with a diverse range of internal and external stakeholders.
- A demonstrated ability to liaise effectively with a wide range of community representatives and groups.
- The ability to represent Council in a positive and professional manner.

QUALIFICATONS AND EXPERIENCE:

- Tertiary qualifications in health promotion, community development, public policy or related disciplines with substantive relevant experience
- Previous experience working in Local Government or a non-government organisation delivering community development and/or advocacy projects
- Conceptual and analytic skills able to prepare and present, advice, analysis, options, recommendations and reports
- Demonstrated experience in developing, implementing, monitoring and evaluating health and wellbeing projects

KEY SELECTION CRITERIA:

1. Tertiary qualifications in health promotion, community development, public policy or related disciplines.
2. Previous experience working in a community development or advocacy role.
3. An understanding of local government's role in promoting LGBTIQ+ inclusion.
4. Knowledge of the relevant Government legislation, Rainbow Tick Accreditation and other policies to improve the health and wellbeing of the LGBTIQ+ community.
5. Involvement in leading evidence based program design, implementation and evaluation.
6. Demonstrated ability to build and maintain effective partnerships with internal and external stakeholders from a broad range of sectors.
7. Strong communication skills both written and verbal and a proactive attitude.
8. Demonstrated ability to manage multiple projects in a fast paced political environment
9. Ability to effectively work independently and as part of a high performing team.

ORGANISATIONAL CONTEXT:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 200,000 residents (2019). We are one of Victoria's leading Councils, serving a large well established community. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries. 50% speak languages other than English at home including Mandarin (15%), Cantonese (5%), Greek (6%), Sinhalese (3%) and Italian (2%).

Monash has a very highly skilled and well educated population compared with Greater Melbourne, with 35% of residents (over 15 years) having a degree or higher education. 60% of

our working residents work fulltime, 38% part time and 19% of Monash residents do volunteer work. Monash residents also enjoy a high level of home ownership.

These key directions are driven by a commitment to progressive governance and strong leadership (Council Plan 2017-2021), across five Divisions:

- Executive
- City Development
- Corporate Services
- Community Services
- Infrastructure

Our Vision: *“An inviting city diverse and alive with activity, designed for a bright future.”*

Our Mission: *“Make a difference through commitment, leadership and expertise.”*

Our Values:

Accountability

We are responsible for our actions and behaviours every day.

Respect

We value diversity and appreciate others.

Teamwork

We work collaboratively to achieve shared goals.

*Monash Council values a **flexible working** arrangements and embraces workplace **diversity, inclusion, and equity** including children and young people. We are committed to being a child safe organisation and have zero tolerance to child abuse.*