



Position Description

LGBTIQA+ Strategic Advisor

The 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.

POSITION TITLE:	LGBTIQA+ Strategic Advisor
Award Classification:	Band 7, Temporary contract 6 months (0.6 EFT)
Department:	Community Building and Inclusion
Division:	Community Wellbeing and Inclusion
Date Approved:	October 2021
Approved By:	Manager, Community Building and Inclusion

ORGANISATIONAL RELATIONSHIPS:

Reports To:	Diversity Officer
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, relevant organisations and service providers, other Local Governments, and State and Commonwealth departments.

POSITION OBJECTIVES

- Coordinate Council's newly established LGBTIQA+ Advisory Committee and provide support to other Advisory Committee and networks as required.
- In consultation with the LGBTIQA+ Advisory Committee, develop the Port Phillip LGBTIQA+ Action Plan.
- Provide advice and expertise for Council's Rainbow Tick accredited services and/or team.
- Develop a process for working towards a Rainbow tick accreditation for the broader organisation.



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KEY RESPONSIBILITY AND DUTIES

- Provide administrative support to Council LGBTIQA+ Advisory Committee including timely reports to Council.
- Develop a strategic framework for the development of the LGBTIQA+ Action Plan.
- Support the LGBTIQA+ Advisory Committee to develop an Action Plan informed by evidence based LGBTIQA+ strategies and best practice.
- In partnership with Council's Community Engagement Team, develop a community engagement strategy that will seek feedback from the community, organisation, creative industries and traders about the draft LGBTIQA+ Action Plan.
- Develop collaborative internal and external partnerships and networks.
- Benchmark Council's Diversity and Inclusion practices against the Rainbow Tick.
- Participate in the development of a broader Diversity and Inclusion framework for City of Port Phillip.
- Provide advice to services and/or teams to effectively manage Rainbow Tick accreditation requirements.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Positively represent Council and advocate on behalf of the organisation in relation to LGBTIQA+ communities.
- Undertake duties in accordance with all legislative requirements and Council policies, including compliance with the Victorian Child Safe Standards, Occupational Health and Safety and Rainbow Tick Standards.
- Initiate continuous improvement practices and carry out community evaluations as required.

JUDGMENT AND DECISION MAKING

- Deliver a collaborative approach across key Council strategies to address the needs of LGBTIQA+ communities.
- Well-developed problem solving and analytical skills.
- Ability to maintain focus according to priorities within a portfolio with competing demands and needs.

SPECIALIST SKILLS AND KNOWLEDGE

- Understanding of issues facing LGBTIQA+ communities in inner metropolitan areas, and how these issues relate to Local government and the community sector is desirable.
- Knowledge of relevant Government legislation, Rainbow Tick accreditation, and other policies that aim to improve the health and well-being of LGBTIQA+ communities.
- High-level project management and coordination skills.
- Experience in developing frameworks, policies or/and action plans within a Government setting (State, Local, Federal)
- Understanding of community development in particular working in the context of supporting LGBTIQA+ communities.
- Experience working with community groups and delivering capacity building initiatives.



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- Understanding of community engagement strategies when working with LGBTIQA+ communities.
- Understanding of support services available for LGBTIQA+ communities, locally and State-wide.
- Understanding of conceptional frameworks such as intersectionality, Human Right and Social Justice.
- Excellent computer and report writing skills.

MANAGEMENT SKILLS

- Ability to manage own time, plan and organise own and/ or others work and / or resources at an advanced level.
- The ability to manage, plan and organise own time and work effectively, despite conflicting pressures, ensuring stakeholder involvement, budgets and timeframes are met.
- Well-developed written skills and ability to contribute to the preparation of submissions and reports.
- Ability to work within set budgets.

OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury.
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work.

INTERPERSONAL SKILLS

- Confident oral communication skills, including the ability to represent Council.
- Ability to engage effectively with a diverse community.
- Ability to liaise and gain cooperation with a wide range of internal and external stakeholders.
- Ability to work independently and within a team.
- Ability to solve problems through discussion, negotiation, teamwork and creativity.
- Confidence in negotiation, consultation and networking.
- Ability to use communication technology proficiently.

QUALIFICATIONS AND EXPERIENCE

- **Academic:** Relevant tertiary qualifications in social sciences, public policy, community development or related field or a related area or extensive relevant experience.



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- **Experience:** Experience working in the policy development, and community development. Sound computer skills in MS office products and Excel with proven ability to adapt to new computer software applications

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the 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.

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, and
- Sufficient proof of their identity.
- Proof of Vaccination Certificate
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

KEY SELECTION CRITERIA

- Tertiary qualifications social sciences, public policy, community development or related field.
- Knowledge of the Rainbow Tick Accreditation and other policies that aim to improve the health and wellbeing outcomes of the LGBTIQA+ community.
- Demonstrated experience in supporting community to co-design projects, programs or actions plans.
- Demonstrated understanding of the needs, issues and sensitivities of people from LGBTIQA+, communities including First Peoples, people with disabilities and culturally and linguistically diverse people and communities.
- Demonstrated experience to build and maintain effective partnerships with internal and external stakeholders.