

Position Description

Position Title:	Project Officer - Social Strategy
Grade:	G
Department:	City Activation, Community and Place
Date:	December 2021

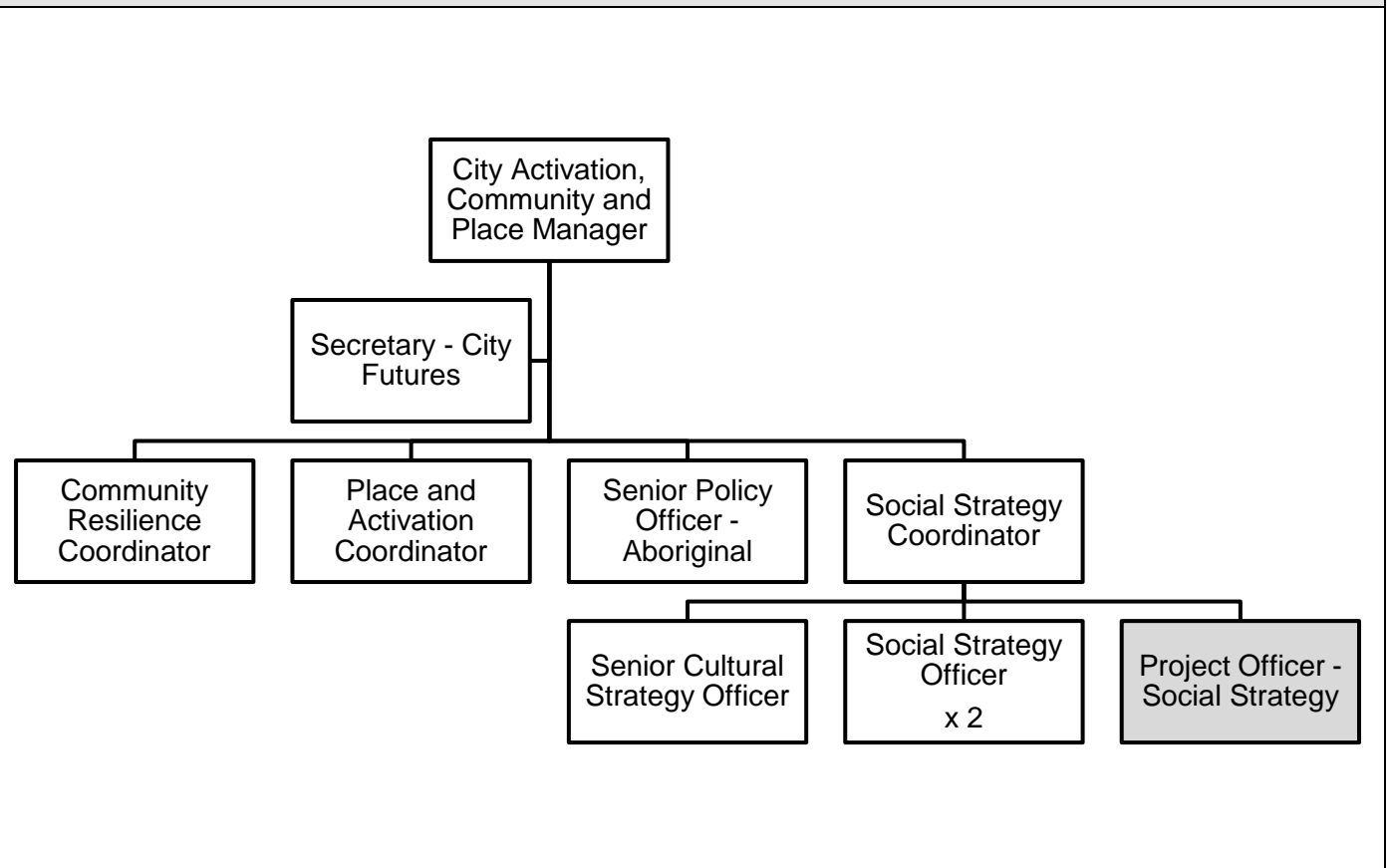
Position Purpose

The Project Officer – Social Strategy works to support projects that address challenging social issues, researching, engaging, analysing information and supporting projects that deliver measurable and evidence-based policy and strategy.

This role is generalist in nature and can have multiple and changing portfolios over time. These portfolios include, but are not limited to, improving the health and wellbeing of residents; understanding current social issues such as homelessness, unemployment and problem gambling; understanding the contemporary and future needs of the community and supporting forward planning for growth.

The Project Officer – Social Strategy is based within the Social Strategy Team in the City Activation, Community and Place department and works within the City Futures division, which looks at all aspects of planning and delivering a better city for all residents now and into the future.

Department Structure



Key Result Areas

1. Project Support

Major Actions

- Support research and policy development and planning for issues impacting vulnerable, at risk or hard to reach communities, or communities who share identity through place, culture or experience.
- Undertake research and analysis to support the development of evidence and data to support strategic projects.
- Actively engage with the local service sector and other Departments across Council to build understanding of resident priorities and issues impacting on wellbeing in the community.
- Provide social planning advice to ensure that Council's planning processes are responsive to the social needs and aspirations of the community.

2. Report Writing

Major Actions

- Research and analyse issues, report on possible solutions and responses.
- Assist with writing reports, submissions and documents in a timely, efficient and professional manner in accordance with Delivery Program timeframes or as directed.
- Support the development of grant submissions in accordance with Council priorities.

3. Relationship Management

Major Actions

- Develop and maintain strategic partnerships for the delivery of projects.

4. Contribute to Departmental Outcomes

Major Actions

- Actively engage and participate in department meetings, activities and discussions.
- Contribute to a positive team culture through discussion and actions.
- Support team development activities as required.
- Initiate and support cross departmental activities when agreed.
- Promote the work of the Social Strategy team and the City Activation, Community and Place Department in a positive and robust manner.

5. Contribute to Community Outcomes

Major Actions

- Respond to Council priorities on projects as required.
- Build a good working knowledge across a range of sectors for the purposes of providing information and referral.

6. Financial Management

Major Actions

- Operate within budget and resource constraints, monitoring and reporting as required by the Coordinator.
- Support the preparation of grant application, reports and acquittals according to grant policies.
- Apply Council practices for procurement, receipt and invoicing of payments and the use of Council resources for purchasing.
- Apply Council policy for the procurement of goods and services.

Key Result Areas

7. Customer Service

Major Tasks

- Provide effective service to Council customers, internal and the community.
- Accurately identify the needs of customers and take appropriate action to satisfy customer needs.
- Present a positive image of Council.

8. Corporate Governance and Effective Work Practices

Major Tasks

- Carry out work in line with relevant legislative and statutory requirements and /or industry codes, practices and standards.
- Adhere to Council's Code of Conduct, Values and relevant policies and procedures.
- Take responsibility for and manage own work and contribute to a productive work environment.
- Accept and contribute to workplace change.
- Undertake workplace tasks as directed.
- Work cooperatively with others and use positive communication techniques.
- Resolve workplace conflict in line with Council policy.
- Undertake recordkeeping activities in accordance with Council's Records Management business rules, procedures, policies and State Records Legislation.

9. Work Health and Safety (WHS)

Major Tasks

- Attend training as required.
- Perform work in accordance with WHS policies and procedures.
- Participate in consultative processes for the management of WHS.

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Tertiary qualification (or close to completion) in social science, cultural studies, social policy, community development or a relevant area
- Experience in conducting research and interpreting, analysing and presenting data and information
- Sound knowledge of Microsoft Office suite of applications
- Excellent written and verbal communication skills
- Excellent organisation and time management skills
- Current Class C driver licence

Desirable

- Qualifications and/or experience in community engagement (e.g. IAP2 Certificate in Public Participation or similar)
- Previous experience working in a government context