

POSITION TITLE & NUMBER:	Manager Community Partnerships (#137)
EMPLOYMENT STATUS:	Full time, Ongoing
CLASSIFICATION:	Senior Officer
UNIT:	Community Partnerships

THE CITY

Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future. The City works in partnership with our community to move toward this vision and deliver the Greater Bendigo Council Plan (Mir wimbul).

We are a values driven Organisation and committed to embracing diversity, flexibility and supporting employee training and development. The City provides a safe, inclusive and team orientated work place where people perform at their best. Further information is found at the [City of Greater Bendigo website](#)

THE DIRECTORATE

The Healthy Communities & Environments Directorate works in partnership with the community to ensure it is:

- Healthy and well
- Safe and secure
- Able to participate
- Connected to culture and community
- Liveable and environmentally sustainable

We do this by providing leadership, planning, policy development, service delivery, capacity building and supporting the delivery of community infrastructure using approaches that are evidence-informed, apply an equity lens and are continuously evaluated.

THE UNIT

The Community Partnerships unit works with residents and groups to support our community to be inclusive, strong and connected. The unit is responsible for understanding the needs and priorities of the community to deliver on Council's commitments under the Council Plan.

The unit comprises of three teams which undertake work relating to social justice, equity, reconciliation, accessibility, inclusion and participation, community safety, respect for others and a sense of belonging – creating a welcoming community for everyone. The unit employs approximately 32 staff and has an expenses budget of approximately \$5 million. Further information is found at our [website](#).

POSITION OBJECTIVE

- Lead the City's Community Partnerships unit to enable the delivery of key functions which include developing, delivering and implementing strategies, plans and initiatives to achieve the goals set out in the Council Plan under the themes of – Responsible, Healthy, Thriving and Welcoming.
- As a Senior Leader, contribute more broadly to organisational outcomes and provide strategic leadership across the Directorate.

KEY RESPONSIBILITIES AND DUTIES

Leadership and Management

- Ensure high levels of unit service delivery through understanding community and customer needs, seeking input and feedback, and delivering in line with expectations.
- Align and integrate the operations of the unit with the wider organisation and the community to enable achievement of the strategic objectives of Council.

- Lead a high performing unit by providing motivation, direction and support for delegated staff.
- Contribute to leadership of the Healthy Communities & Environments directorate and wider organisation as an active member of the Senior Leadership Team (SLT).
- Ensure compliance of the unit with contractual, organisational and legislative requirements.
- Ensure contemporary recruitment, induction and staff supervision practices.
- Ensure high levels of performance and accountability.
- Strengthen the culture and team work across the unit.
- Promote staff learning and development.
- Ensure that performance reviews are undertaken on a regular basis, that team members have the opportunity for regular informal and formal feedback on performance and that individual development plans are developed in conjunction with direct reports.

Financial Performance and Procurement

- Prepare the Unit's annual budget and budget submissions in accordance with Council, organisational and Unit strategies and in accordance with organisational timeframes and standards.
- Manage expenditure in accordance with approved budgets for each work area and prepare monthly reports.
- Ensure compliance with corporate requirements for procurement, project management, risk management and contract administration.
- Ensure compliance with relevant funding and service agreements.

Policy and Strategy Development

- Lead the implementation, development and review of relevant policies, plans and strategies.
- Collect appropriate information and provide this to other parts of the organisation to ensure compliance with the directions of the CEO or resolutions of the Council.
- Develop and implement strategic and service plans to respond to changing community needs, organisational commitments and legislative change.
- Provide the Director, Executive Leadership Team and Council with relevant policy, program and technical advice as needed.

Relationships, Liaison/Co-ordination

- Establish and maintain productive relationships with members of the Executive Leadership Team, Council, other managers and staff who interact with the unit.
- Develop and maintain strong working relationships with State Government departments and agencies, industry leaders, advocacy groups and the community.
- Establish and maintain collaborative projects with relevant external agencies and organisations.
- Represent Council on advisory committees or other relevant functions/meetings
- Build strong partnerships with key stakeholders across the City and the region.

Customers and the Community

- Be responsive to community needs and meet the requirements of the Customer Service Charter.
- Seek regular feedback from the community and ensure community engagement practices align with Council policy and the *Local Government Act 2020*.

Continuous Improvement and Innovation

- Work with staff and other departments to continuously improve the efficiency and effectiveness of delegated services, utilising digital technology, and where appropriate contributing to enhancements in customer service and community engagement.
- Undertake regular benchmarking of practice to identify opportunities for improvement.

Occupational Health & Safety

- Ensure compliance of all staff and contractors with respect to OH&S legislation, risk management requirements, equal opportunity and other policies and procedures.
- Promote and implement appropriate risk management practices and procedures in all aspects of unit operations.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Leadership, strategy development, project management, budgets, attention to detail, problem solving, people management, negotiation skills
Personal attributes:	Emotional intelligence, growth mindset, managing partnerships/relationships, effective communication, motivating, encouraging, innovative, time management

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director Healthy Communities & Environments
Supervises:	Coordinator Community Strengthening, Coordinator Community Inclusion, Coordinator Community Connection, Senior Planning & Policy Officer and Senior Administrative Assistant
Internal Liaisons:	Councillors, Chief Executive Officer, Executive Leadership Team, Senior Leadership Team/Unit Managers, people managers, City employees and volunteers
External Liaisons:	Local Community Organisations, Municipal Association of Victoria, LGPro, Federal and State Government departments and agencies, consultants and contractors, peers from other local governments and other sectors and other stakeholders as relevant and general community members.

ADDITIONAL INFORMATION

- A satisfactory Police Record Check, Working with Children Check and any required vaccinations are required for this position.
- The City of Greater Bendigo is proudly a child safe organisation and adheres to the Victorian Child Safe Standards and related legislation.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.
- A current Victorian driver's licence is required.

QUALIFICATIONS

- Relevant tertiary qualification in public policy and/or management, preferably at postgraduate level.
- Preferably possess a management background in the community/government sector with a strong record of success in driving community initiatives.

KEY SELECTION CRITERIA

- An effective leader exemplifying the City's values through positive work behaviours.
- A strong understanding and commitment to equity, access and inclusion in policy development and community outcomes.
- A confident communicator and relationship builder who can work effectively with Councillors, key partners and community members.
- Ability to problem solve and make decisions requiring the balancing of competing demands and multiple priorities within a complex environment.
- A constructive leader with the proven ability to drive performance and support individual staff growth.
- High level of financial acumen with the ability to work across a diverse range of services and partners.

SENIOR OFFICER CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for the efficient and effective management of the work unit.
- Accountable for the management of the budget for the work unit.
- Responsible for the effective and efficient performance of the key responsibilities listed in this position description.
- Accountable for ensuring appropriate delegations are effectively carried out.
- Accountable for ensuring compliance with appropriate industrial, legislative and policy requirements.
- Accountable for maintaining a proactive, open dialogue with the Director on the progress towards the achievement of goals, objectives and strategies identifying areas of concern and developing strategies to address these issues.
- Accountable for the implementation of quality change, business improvement, and work unit programs, ensuring that managers and staff are trained in, understand and appropriately implement City strategies, policies, procedures and programs and relevant legislative requirements.
- The incumbent will fully brief the Director and the Executive Leadership Team (ELT) where relevant, on significant issues within areas of responsibility.

JUDGEMENT & DECISION MAKING:

- High level of judgement and analytical skills, with the ability to meet new situations with the identification and analysis of a range of options. Methods, procedures and processes are often undefined and require development and adaption to solve high level problems.
- Judgement in dealing with employee issues.
- Freedom to act is subject to regulations and the policies and procedures of the City.
- The incumbent is able to exercise discretion when providing services and advice and developing strategies that enables the City to meet its organisational goals.
- Freedom to represent the City of Greater Bendigo at appropriate forums and provide feedback.

SPECIALIST SKILLS & KNOWLEDGE:

- Strong strategic planning and analytical skills in a complex environment with competing demands.
- A demonstrated understanding of systems change frameworks within the context of local government.
- Ability to develop leading edge policies, strategies and programs with constrained resources.
- Experience in MEL Frameworks and measuring the effectiveness of relevant initiatives.
- Experience in building organisational capability through strategic decisions and actions.
- Knowledge of contemporary practices within areas of responsibility.
- Have and maintain up to date knowledge of legislative requirements and the frameworks that bind the employment, learning, human resources, risk, occupational health and safety, and WorkCover functions.
- Ability to build and sustain partnerships with stakeholders, internally and externally.

MANAGEMENT SKILLS:

- Highly developed ability to effectively manage relationships at the senior level of large organisations.
- Outstanding leadership skills, with the ability to engage people in change management.
- Ability to manage and set priorities to achieve outcomes with broad parameters with minimal supervision.
- Ability to manage staff, budgets and projects to achieve organisational goals.
- Ability to lead, develop and motivate staff.
- Ability to create and maintain an environment of accountability that motivates people to achieve a high level of performance, striving for continuous improvement.
- Ability to work with other managers to resolve problems and develop agreed ways of working together.
- A commitment to a culture of excellence in the provision of a wide range of services.
- Capacity for decision making and to articulate reasons for decisions.
- Demonstrated experience and understanding of managing risk.

INTERPERSONAL SKILLS:

- Commitment to organisational values and behaviours.
- High levels of emotional intelligence, particularly as applicable to leadership and influencing capabilities as well as self-management.
- Excellent communication and interpersonal skills, tailoring content to the target audience.
- Ability to establish an environment that motivates and supports people to achieve high level of performance.
- Ability to gain the cooperation of others at all levels in the organisation and facilitate positive outcomes.
- Effective people management and consultative skills, including the ability to negotiate with key stakeholders.
- Capacity to work in an environment of complexity and change.
- Demonstrated ability to communicate with professionals from a wide range of disciplines.
- Demonstrated ability to effectively communicate with employees at all levels.
- Demonstrated ability to resolve conflict situations.
- Collaborative, adaptable, flexible, persistent and resilient, systems focused.