

# Position Description

<b>Position Title:</b>	Community Partnerships Officer
<b>Classification:</b>	Band 6
<b>Business Unit:</b>	Community and Economic Development
<b>Reports to:</b>	Coordinator Community Strengthening
<b>Status:</b>	Full Time
<b>Approved by:</b>	Director Community Wellbeing
<b>Reviewed:</b>	September 2025

## 1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Melbourne Holocaust Museum and much more.

## 2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

### Organisational Vision and Purpose

- Vision – *We are connected, collaborative and courageous. We lead for now and plan for the future.*
- Purpose – *We enhance our community's quality of life. We build our community's connection to place.*

### Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*

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- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

## 2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Community Wellbeing;
- Customer and Corporate Affairs;
- Planning and Place; and
- Sustainability, Assets and Leisure.

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

## 3. Position Purpose and Background

The position contributes to Council's commitment to inclusive, connected, and resilient communities, aligned with the Council Plan and collective impact approaches.

The role aims to:

- Better connect vulnerable, hard-to-reach, and minority community members to local services and supports.
- Support local community and social service organisations to be suitable through build capacity for responsiveness, collaboration, place based activation and sustainable organisations
- Actively promote anti-racism and anti-Semitism awareness and prevention, ensuring that all community engagement and development activities are grounded in principles of equity, cultural safety, and respect for diversity

## 4. Working Relationships

Reports to: Coordinator Community Strengthening

Internal liaisons: All other Council Departments and Directorates

External liaisons: Government and Non-Government contacts, Community Organisations, Service Providers, Residents, Regional Networks and Peak Bodies, Workplaces and Employers, Education Centres- including Tertiary Education.

## 5. Key Responsibilities

Community Leadership Capacity Building

- Deliver targeted capacity-building initiatives for Neighbourhood and Community House leaders and other community organisations.
- Support governance, leadership, and operational development to enhance organisational sustainability.
- Facilitate leadership development programs that align with Council's strategic directions, priorities, and objectives.

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## Community Engagement & Partnerships

- Build and maintain strong relationships with community organisations, residents, service providers, education centres (including universities), and other stakeholders.
- Promote inclusive engagement practices and ensure diverse community voices inform Council-supported initiatives, with a focus on anti-racism and anti-Semitism.
- Support community organisations to co-design and deliver programs that respond to local needs.
- Administer Funding Agreements with local community organisations, reviewing data and measuring key performance indicators against agreed funding deliverables, and providing reporting, including acquittals.

## Wellbeing Economy Integration

- Embed Wellbeing Economy principles into community development practice, focusing on anti-racism, social cohesion, equity, sustainability, and long-term wellbeing.
- Assist organisations in applying wellbeing indicators to planning, delivery, and evaluation of services.
- Advocate for community-led approaches that prioritise social and environmental (wellbeing) outcomes alongside economic development.

## Collective Impact & Organisational Interconnection

- Facilitate collaboration between Neighbourhood Houses, community organisations, and Council to address shared challenges.
- Support the development of cross-sector partnerships and networks that deliver collective impact.
- Activate localised forums, events, committees, and alliances to support connection between community members, community organisations, and local government.
- Promote shared measurement, learning, and accountability across collaborative projects.

## Program Support & Innovation

- Provide guidance and support to community organisations in program design, delivery, and evaluation.
- Encourage innovation and continuous improvement in community service delivery.

## Monitoring, Evaluation & Reporting

- Develop and implement tools to measure the impact of capacity-building and collaborative initiatives.
- Prepare reports, briefings, advisory committee agendas and minutes, and presentations for internal and external stakeholders.
- Contribute to Council's strategic planning, policy development, and community development frameworks.
- Support development, review, reporting, and implementation of deliverables from relevant Council plans and strategies in accordance with identified priorities.

## Project Management & Operational Support

- Manage agreed Business Unit projects to ensure they are delivered on time, within scope, and meet community and organisational expectations.
- Undertake any other duties as directed by the Coordinator Community Strengthening and Manager Community and Economic Development.

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## 5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.
- Contribute to the effective protection of Council in accordance with the Council's Risk Management Framework and Policy, the Fraud and Corruption Policy and Fraud and Corruption Control System.
- Act compatibly with human rights and consider human rights when making decisions.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

## 5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Community Partnerships Officer:

- Contribute to the development of policy options and strategic directions and plans in relation to Community and Economic Development.
- Accountable for the production of correspondence, reports, presentations by the due dates with a high level of accuracy and quality of presentation.
- Responsible for confidentiality of information.
- Research and analysis of policy options and strategic directions and plans.
- Provide specialist advice to senior management and Council.

## 5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Community Partnerships Officer:

- Able to apply experience and technical and analytical skills to create solutions to problems, with guidance from the Coordinator and/or from outside the organisation.
- Ability to work independently and exercise sound judgement and problem-solving skills to establish priority of work activities.
- Ability to make sound, considered decisions within the scope of the key responsibilities, on behalf of the Coordinator Community Strengthening when unavailable, when appropriate.
- Use of professional expertise, political astuteness and insight in dealing with all matters that arise.
- Sensitivity to political nuances and discretion in liaising with internal and external stakeholders over confidential matters.
- Guidance and advice are usually available.

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## 5.4 Management Skills

The following describes managerial skills required by the Community Partnerships Officer:

- Ability to manage time, set priorities, plan and organise their own work effectively.
- Engage with other staff to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timeframe.
- Ability to lead and supervise casual staff and/or volunteers. This includes an understanding of and ability to implement personnel practices such as EEO, OH&S and employee development.
- Excellent time management and organisational skills, including the ability to prioritise and perform multiple tasks competently.

## 5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Community Partnerships Officer:

- Highly developed oral and written communication skills.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the implementation of key activities.
- Ability to articulate information and translate this into high level organisation correspondence, responses and policies.
- Track record of successfully working in a team environment, gaining and giving both co-operation and assistance to external clients, user groups, members of the public as well as to staff throughout the organisation.

## 5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Community Partnerships Officer:

- Strong knowledge of the Neighbourhood House framework and associated policies and frameworks across government and sector bodies.
- High-level leadership and engagement skills within the community and not-for-profit sectors.
- Good understanding of Council's Integrated Planning Framework and associated plans and actions, particularly those related to Community and Economic Development.
- Understanding of the long-term goals of the functional unit in which the position is placed, and relevant policies of both the business unit and the wider organisation.
- Demonstrated capacity to interpret and apply legislation to develop policy and make informed recommendations.
- Demonstrated knowledge and understanding of diversity, accessibility, equity, and inclusion, with a particular focus on anti-racism and anti-Semitism.
- Well-developed conceptual, analytical, and problem-solving skills to enable the formulation of strategic options within a broad local government framework.
- Effective negotiation skills and the ability to develop and maintain partnerships and stakeholder relationships.
- Understanding of the priorities of Council, the Community Wellbeing Division, and the Economic Development team as they relate to this position and its functional unit, particularly in regard to community strengthening policies, plans, and practices.

## 5.7 Qualifications and Experience

- A degree or diploma in relation to social sciences, planning, health promotion or community development with at least 3 years relevant experience or lesser formal qualifications and substantial experience in a comparable role.

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- Experience in the development of project plans.
- Experience in partnership development and stakeholder engagement, including the ability to support and inform shared projects and initiatives.
- Strong attention to detail and the ability to produce high quality work within strict time limits, accurately and professionally in an efficient manner, despite conflicting timeframes whilst maintaining a strong attention to detail.
- Demonstrated proficiency in use of information technology and Microsoft Office applications.

## 6. Performance Review

The Community Partnerships Officer will be required to participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Community Partnerships Officer may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

## 7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- A degree or diploma in social sciences, planning, health promotion, or community development, with a minimum of three years relevant experience; or lesser formal qualifications with substantial experience in a comparable role.
- Demonstrated experience in engaging directly with community leaders and organisations, particularly within the not-for-profit, community services, and neighbourhood house sectors.
- Proven ability to implement programs, strategies, and initiatives that address community needs, with a focus on inclusion and responsiveness to diverse backgrounds and experiences.
- Experience working with industry leaders to build capacity, raise awareness, and deliver initiatives that support community development goals, whilst ensuring community organisations and groups have sustainability.
- Well-developed written and verbal communication skills, including the ability to prepare reports and communications tailored to a range of audiences.
- Demonstrated understanding of social issues and the ability to develop strategic responses aligned with legislative responsibilities in a community context.
- Ability to work independently and as part of a team, with a demonstrated capacity to motivate others to achieve organisational outcomes, service targets, and key performance indicators.
- Effective ability to develop and maintain partnerships and stakeholder relationships, with experience in applying collective impact approaches to achieve shared community outcomes.

## 8. Other Information

- Position is subject to the satisfactory completion of Police Records Check and Employee Working with Children Check
- The position is located at the Glen Eira Town Hall, however the incumbent may be required to travel to other Council offices from time to time.
- Glen Eira has embraced a hybrid work model which includes the ability to work from home part-time, subject to team and operational requirements.