

Position Description



Family Engagement and Learning Program Delivery

Officer

1. Position Objective

To provide high quality project support to the Family Engagement and Learning team, including assisting with the delivery of programs across Community Learning and Service Centres sites.

The position will evolve and change over time so the incumbent will need to be adaptable to the needs of our community and our organisation within the broad scope of the position.

2. Classification and Relationship

Position Title: Family Engagement and Learning Program Delivery Officer
Classification: Band 4
Department: Community Learning and Service Centres
Reports to: Team Leader Family Engagement and Learning
Incumbent:

3. Key duties and responsibilities

Project Support

- Contribute to forward planning of community programs and events by maintaining knowledge of community needs and trends.
- Assist in the development and production of a range of promotional material to support community programs, services and collections.
- Assist with the planning, delivery, and evaluation of inclusive community programs and services that maximise community participation of children, young people and their families and carers.

Administration Support

- Assist in arranging and confirming meetings and events including, but not limited to, booking speakers, facilitators, venue bookings and catering, sending out invitations and monitoring and collating RSVP responses.
- Undertake routine administrative tasks including statistical reporting and event evaluations.

- Support the Community Learning and Service Centres management team with the preparation of reports, correspondence and submissions, as required.
- Contribute to ongoing innovation and improvement of the service.
- Any other administrative duties as directed.

4. Expertise

Qualifications

- A certificate or diploma in libraries, education or community development or, relevant experience in a related field.

Specialist skills and knowledge

- A strong community focus and high level communication skills.
- Ability to work well both within a team and independently
- Ability to meet given deadlines and manage priorities.
- Sound administration skills and high level of computer literacy.
- Experience in working with interpreting services
- Ability to manage competing demands and ensure delivery of effective administrative and technical support.
- Ability to problem solve within established guidelines and policies.

5. Physical Requirements

Daily work will be performed in an indoor environment, as such:

- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to sit for prolonged periods working on a computer in the office, home-based working and/or at remote sites.
- You will be exposed to conditions normally encountered in both an office environment and public space.
- Successful applicants must undertake a physical assessment to ensure they meet the inherent physical requirements of the role.

6. Health, Safety and risk duties and responsibilities

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety legislation, regulations, codes of practice, policies, procedures and directives.
- Regularly inspect your work environment for hazards.

Hobsons Bay City Council

(03) 9932 1000

customerservice@hobsonsbay.vic.gov.au

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- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return to work plan for any injured worker when returning to work.

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