

APPLICATION GUIDELINES

These guidelines are provided to assist you in submitting your application for the advertised position with the City of Greater Bendigo. Please ensure that you read the instructions carefully, prior to submitting your application.

Attached is a position description which will provide information on the advertised position. If you require any further information regarding this position, please contact **Alison Jones, Senior Project Officer – Inclusive Employment on (03) 5434 6314.**

Applications must be received by close of business **Monday January 27, 2020.** Applications will be short listed for interview based on the responses to the key selection criteria. Applications should be marked 'Confidential' and may be submitted by:

Website: www.bendigo.vic.gov.au/About/Working-at-the-City-of-Greater-Bendigo/Current-vacancies - Use the **Apply Now** section for the appropriate position and follow the prompts (**Preferred option**)

Post: HR / Recruitment Officer
City of Greater Bendigo
PO Box 733, BENDIGO 3552

In person to: 195-229 Lyttleton Terrace, Bendigo

Please ensure that your application includes:

- A copy of your current resume, including contact details for two (2) work related referees (referees will only be contacted after a personal interview has been conducted)
- Covering letter
- A statement addressing each key selection criteria

Please note: if your application is successful we will require the following documents prior to commencement:

- Birth Certificate or Extract and any formal registration of name changes such as a Marriage Certificate, or deed poll documentation (if name is different on Birth Certificate/Extract)
- Photo Identification, i.e. Current Driver's Licence, Passport
- If your birthplace is outside Australia, documents proving you are legally able to work in Australia, i.e. Evidence of citizenship/permanent residency status or working visa

For further information on Bendigo, please visit our website at www.bendigo.vic.gov.au
Thank you for your interest in this position; we look forward to receiving your application.



The City of Greater Bendigo aspires to be a values driven organisation.

Working together to be the best we can for our community.

Our Values: We Lead, We Learn, We Care, We Contribute, We Respond, We Respect.

<u>POSITION TITLE:</u>	PROJECT OFFICER – INCLUSIVE EMPLOYMENT 3 positions available: One each at, City of Greater Bendigo, Loddon Shire Council and Mt Alexander Shire Council
<u>EMPLOYMENT STATUS:</u>	PART TIME, TEMPORARY (0.6 FLEXIBLE) TO 30 NOVEMBER 2020
<u>SALARY RANGE:</u>	\$82,410 - \$89,809 PRO RATA + SUPER
<u>CLASSIFICATION:</u>	BAND 6
<u>UNIT:</u>	COMMUNITY PARTNERSHIPS
<u>DATE REVIEWED:</u>	DECEMBER 2019

THE DIRECTORATE:

The Health and Wellbeing Directorate plans and delivers a broad and diverse range of community services and programs aimed at supporting people to live their lives fully and be active, safe, engaged and healthy.

The focus of the directorate is on developing policy, plans and programs in partnership with the community, delivering services, and supporting the delivery of community infrastructure projects in the following areas:

- Community Partnerships, which focuses on planning and capacity building for the community.
- Active and Healthy Lifestyles, which includes health planning and promotion and the planning and delivery of recreation opportunities.
- Community Wellbeing, which includes the planning and delivery of policy, programs and services for children, families and older adults.
- Safe and Healthy Environment, which includes working with the community in the areas of food and tobacco regulation, public health, planning, and building regulation, local laws, parking and animal control.

THE UNIT:

The Community Partnerships Unit enhances liveability through working together with residents and groups to support a community that is inclusive, strong and resilient.

The Unit is responsible for understanding the needs and priorities of the community in order to

deliver on Council's commitments to community development, fairness and social equity, accessibility and participation, community safety, respect for others and sense of belonging. The Unit undertakes work related to non-recreational community facilities, cultural diversity, disability inclusion, indigenous reconciliation, youth development, emergency management planning (before during and after), crime prevention (including family violence) and small town and rural development. The Unit also delivers a series of community grant programs and works closely with organisations to build their capacity and achieve common goals.

The Unit goals are:

- A fair and inclusive community – Meaning all people regardless of their differences have equal opportunity to participate fully in community life.
- An engaged and strong community – Meaning all people in the community have opportunities to learn, make connections, have a say and contribute to their community.
- A safe and resilient community – Meaning all people can contribute to the safety of community and are prepared to deal with emergencies before, during and after they may arise.

THE PROJECT:

The Champions for Change Project is a collaborative partnership between the City of Greater Bendigo, the Loddon Shire Council, and Mount Alexander Shire Council and the National Disability Insurance Scheme.

This role is a short- term position funded through the Economic Participation of People with Disability - Information, Linkages and Capacity Building (ILC) Grant Round.

The Champions for Change team consists of one Senior Project Officer, three Project Officers and 12 Support Officers.

The three Project Officer positions are employed by the City of Greater Bendigo with a Project Officer located in each of the participating Local Government areas: City of Greater Bendigo, Loddon Shire Council and Mount Alexander Shire Council.

These are place-based positions, with the Project Officers working together in a virtual team, meeting regularly to share expertise, experiences, and resources. Project Officers report directly to the Senior Project Officer, with support and supervision within each Local Government Area, and will coordinate a team of 3-4 Support Officers

POSITION OBJECTIVES:

- Plan, coordinate and implement Champions for Change project within set timeframes, funding agreement requirements.
- Deliver and review project implementation in partnership with Project Officers and key stakeholders across the three municipalities.
- Assist to evaluate the project and trial a nationally scalable model.

KEY RESPONSIBILITIES AND DUTIES:

- Coordinate the implementation of the Champions for Change project within the local government area.
- Coordinate a team of project Support Officers.
- Participate in the project steering group.
- Implement project management tasks, processes and strategies to successfully deliver the project.
- Implement, monitor progress and evaluate results and the effectiveness of the project.
- Work within a budget and project plan.
- Contribute to all reporting requirements associated with the funding agreement and prepare reports as required.
- Commitment to community development, human rights and social inclusion principles and practices.
- Organise and facilitate community events and forums related to the project.
- Develop and maintain collaborative relationships with key stakeholders from across varied sectors in the community, and ensure a shared vision of the project and defined roles and responsibilities.
- Undertake and deliver presentations and take minutes at meetings.
- Draft clearly written correspondence and project documents quickly and accurately.
- Other duties as directed by the Senior Project Officer within the reasonable expectations of this role and the skills and competencies.

OHS and EEO RESPONSIBILITIES

- Ensure compliance of all staff and contractors with respect to Equal Opportunity policy, procedures and requirements, and undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination and supports the diverse skills, backgrounds and values of others.
- Ensure OH&S requirements are met in relation to staff and work areas under the leadership of the position, including:

- Ensuring safe and proper work practices are employed by staff and contractors in all workplaces
- Taking all reasonable care in the performance of duties so as to prevent injuries to self or others (including members of the public)
- Working constructively and co-operatively and consult with elected Health and Safety Representatives in regard to workplace OH&S changes and issues
- Reporting all injuries, accidents, incidents or unsafe conditions in the workplace and co-operating in rehabilitation of fellow employees including reasonable workplace changes and facilitating the early return to work of injured employees
- Implementing safe work practices and procedures at all times
- Compliance with Occupational Health and Safety regulations relevant to the tasks performed
- Participate and complete relevant risk assessments and other OH&S documentation as required

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Senior Project Officer – Inclusive Employment
Manages / Coordinates:	Support Officers (casual staff)
Internal Liaisons:	Director or Manager of Health and Wellbeing (or equivalent at each Council), internal Council staff, Councillors,
External Liaisons:	People with a disability, their families and carers; disability support providers; local community groups; businesses and organisations; other local governments; State government departments.

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Undertake policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.

- Formal input into policy development within the Inclusive Communities area of expertise and/or management.
- Broad authority in accordance with instructions and delegation from the Senior Project Officer – Inclusive Employment.
- Accountable for ensuring that the project objectives are achieved within agreed timeframes.

JUDGEMENT & DECISION MAKING:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent.
- Ability to improve and/or develop methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice is usually available.

SPECIALIST SKILLS & KNOWLEDGE:

- A good understanding of the Social model of Disability and the access and inclusion barriers people with a disability experience when participating in community life.
- Knowledge and experience marketing for social outcomes and the ability to engage local businesses to participate in a project.
- Require a familiarity with relevant budgeting techniques.
- An understanding of the long-term goals of the Champions for Change Project and the wider organisations.
- Excellent project concept and project management skills with the ability to modify project strategies when necessary to deliver successful outcomes.
- Well-developed skills in MS office (Word, Excel, PowerPoint, and Outlook).
- Demonstrated experience of the ability to manage meetings and project steering groups.

MANAGEMENT SKILLS:

- Skills in managing time, setting priorities, planning and organising one's own work to achieve specific and set objectives efficiently within the available resources and within a set timetable.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.
- Demonstrated successful project management skills to mitigate project risks and achieve desired outcomes.

- Ability to coordinate project support officers/community members/groups that play a key role in the delivery of a project.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from key stakeholders, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the City to resolve intra-organisational problems.
- Excellent written and oral communication skills.
- Ability to influence and support "mainstream" agents to increase social inclusion.
- Ability to coordinate a team of people with a lived experience of disability including development opportunities, practical support and guidance as they engage with the business community to ensure all team members contributions are valued

QUALIFICATIONS & EXPERIENCE:

- A relevant tertiary qualification or equivalent relevant experience working with disadvantaged groups/people with disabilities; experience in community development work; experience in planning and implementing projects for community change.
- A sound understanding of Federal, State and Local Government initiatives which impact on and increase opportunities for people with disabilities to gain and sustain employment and their families is desirable.
- Local Government experience desirable.
- Ability to travel independently to offsite locations

Additional Information

- As part of the City's Recruitment and Selection and related policies a satisfactory Police Record Check and Working with Children Check is required for this position.
- You may be provided with or use equipment that contains electronic monitoring devices.

KEY SELECTION CRITERIA:

- Knowledge and sound understanding of community development, human rights and social inclusion, and community engagement principles and practices.
- Demonstrated ability to deliver a social justice / community development project from a local government context.
- Ability to form and maintain strategic partnerships across disability, business and government sectors and work collaboratively on a common project.
- Ability to translate the principles of the social model of disability and self-advocacy into practice to achieve positive outcomes for both businesses and people with a disability.
- Demonstrated knowledge and experience marketing for social outcomes and the ability to engage local businesses to participate in a project.
- Skills in managing time, setting priorities, planning and organising one's own work and that of other employees so as to achieve specific and set objectives in the most efficient way possible.