



Coordinator Community Partnerships

Directorate	Department
Connected Communities	Community Wellbeing
Position No	Enterprise Agreement Classification
CW203	Band 7
Reports To:	Direct Reports
Manager Community Wellbeing	Community Partnerships Officer, Community Grants Officer, Community Development Officer, Community Resource Officer

What we trust you to deliver

The Coordinator role is integral in influencing organisational policies, plans, strategies and initiatives that create healthy and socially connected communities and will be responsible for managing and advancing opportunities to support and enable community organisations to address need in Knox.

The role will drive strategic change, by leading and consolidating effective community partnerships with regards to the delivery of the community grants program, building community capacity and identifying and addressing emerging community needs.

This role requires management of a team and responsibility for clearly articulating the needs of the community through evidence-based research, data collection and authentic collaboration internally and externally, to ensure Council is strategically planning for the benefit and health and wellbeing of the community and its organisations, now and into the future.

What you will need to thrive

- Proven skills and experience in managing effective partnerships with community organisations and stakeholders with the ability to communicate clearly and with influence.
- Strong commitment to excellence, with a practical and results focused approach and ability to steer, manage and implement change.
- Demonstrated experience managing a team in accordance with Council’s established policies and practices, financial and budget requirements.
- Understanding of managing Council grant programs ensuring financial probity and controls;
- Highly developed understanding and demonstration of capacity building, community development practice and community planning.
- Well-developed and demonstrated capacity to work responsively at a high level in a complex, sometimes fast-paced environment, with competing priorities.
- Understanding and experience in enabling and addressing social issues from a community partnership approach (ie preventing family violence).

What success looks like

Community Development, Engagement and Partnership Development

- Facilitate the development of community resources and services within the municipality.
- Build local capacity and social cohesion through enhancing skills, sharing local knowledge and growing and linking local people and networks.
- Actively support the development and maintenance of partnerships with relevant organisations, groups and individuals to progress Council commitments including addressing identified community issues.

Community and Social Issues

- Identify new and emerging social issues through community networks and council grant programs.
- Lead/participate in Council's response to emerging and existing social issues and facilitate Council's response using a community partnership model.
- Lead Council's work in preventing family violence in the Knox community in partnership with internal and external stakeholders and service providers.

Grant Management

- Provide oversight and management of Council's grant programs including Minor Grants, Community Development Fund and Community Partnership Fund.
- Ensure Council grant programs meet best-practice financial and grant-making principles and optimise the utilisation of the SmartyGrants management system.
- Lead Council grant-makers ensuring all Council grant program are transparent and equitable and meet policy and other requirements in terms of fraud and corruption controls.
- Identify grant partnership opportunities.

Policy Analysis and Development

- Work collaboratively across the organisation on related social policy matters including State and Federal Government policies and program changes that relate to the activities of the team and develop responses.
- Facilitate and be responsible for implementing specific organisational strategies as they relate to community partnerships.
- Contribute to cross Council capacity building, policy development, and strategic planning and service analysis.

Project Management

- Coordinate and implement specific projects as required by the Manager, Community Wellbeing. Priorities will be determined annually in accordance with the Community Plan and Council Plan and in response to emerging issues in conjunction with the Manager.
- Monitor and report on implementation of Council policies in relation to the activities covered by the Service.
- Develop and implement sound project management processes within the Service.

People Leadership

- Provide leadership and management to the Community Partnerships Team ensuring effective development of staff capabilities and the provision of quality conversations and feedback.
- Implement systems, processes, structures and strategies to inform and support team members to enable the achievement of the work-plan and key priorities within specific timelines.
- Support and encourage the development of collaborative partnerships with other organisations and the community to optimise knowledge, skills and the sharing and development of resources.
- Submit reports to Council and senior officers as required.
- Actively participate in Council's approach to performance, development and review process ROADmap. Your ROADmap is the opportunity to bring your whole self to work through celebrating your talents and strengths and supporting your performance and development.
- This role may also be required to carry out other such duties as are within the limits of the employee's skills competence and training

The expertise you bring (including qualifications and experience)

- Relevant tertiary qualification in Community Development, Social Sciences, Health Promotion or a related field.

- Considerable and demonstrated experience in Local Government or a non-government organisation delivering community services focused on community strengthening and partnerships.

Key competencies

Drives vision and purpose	Builds Trust	Interpersonal Savvy	Optimises Work Processes
Collaborates	Demonstrates self-awareness	Cultivates Innovation	Plans and Aligns

OHS, Risk Management, Equal Opportunity, Child Safe Standards and Charter of Human Rights

- Adhere to Council’s Health and Safety, equal opportunity and risk management policies, plans and procedures as well as act in accordance with the Charter of Human Rights.
- Demonstrate and promote workplace behaviours that does not discriminate, bully or harass.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Adhere to policies and procedures to prevent injuries to people and damage to assets and property including reporting of these matter.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.
- Promote positive mental health and wellbeing within your team and work towards the prevention of mental injuries and illness in workplace.
- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council’s Child Safe Policy and Procedures.

Who you will work with:

Internal:	External:
<ul style="list-style-type: none"> • Community Partnerships Team • Community Wellbeing staff • Councillors • Executive Management Team • All Council Employees 	<ul style="list-style-type: none"> • Community groups and volunteer committees • State and Commonwealth Government representatives • Non-Government organisations and agencies • Community members • Relevant Local Government and regional networks

Accountability and extent of authority

- Ensure that all activities are understood in a manner that positively promotes and enhances the image of the organisation as one which takes pride in providing high quality services in an efficient and effective manner.
- Assess and manage climate risks within service area responsibility including consideration for Climate Change adaptation and mitigation as it relates to the relevant service provisions.
- Freedom to act set by policies, objectives and budgets; actions taken may have a significant effect on programs or projects, or on public perception of the wider organisation
- Implement systems, processes, structures and strategies to inform and support the Service’s objectives and enable the achievement of work plans, key priorities and timelines.
- Communicate the vision and long term goals of the organisation to staff and communicate the direction and purpose for the Department.
- Accountable for the provision of specialist advice, excellent customer service, and the development of Policy.

Judgement & Decision Making

- Problem solving in nature, may involve identification and analysis of an unspecified range of options
- Ability to make judgements that support appropriate development of policies and procedures relating to the areas of responsibility of the position.
- Identify, recommend and develop appropriate systems and procedures to meet the needs of the organisation, relevant to this position.
- Ability to understand and manage team dynamics, individual work styles and complex team environments.
- Guidance is not always available within the organisation

Specialist Skills and Knowledge

- Proficiency in the application of a theoretical or scientific discipline - in search of solutions to new problems/opportunities
- Analytical and investigative skills in policy formulation
- Understanding of and ability to undertake an evaluation assessment of both Grant and Training programs.
- Understanding of organisational values, and the legal and political context
- Identify external funding opportunities and development of submissions to maximise sources of external revenue to enhance or compliment service delivery.
- Sound knowledge of issues facing communities with a commitment to support strong, vibrant, inclusive, resilient and sustainable communities.
- Current Federal and State Government policy direction and initiatives pertaining to community building/strengthening.
- Understanding of community engagement techniques to facilitate continuous improvement in community engagement.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures

Management skills

- Management skills to achieve objectives despite conflicting pressures.
- Manage and motivate staff and support them to maintain a high level of professional ethics, customer focus and to perform the responsibilities of their position to achieve Council goals and priorities.
- Able to implement personnel policies and practices including awards, EEO and OH&S policies, recruitment and selection procedures and techniques, position descriptions and staff development schemes
- Support and encourage the development of networks (both community and professional) to optimise knowledge, skills and the sharing and development of resource.
- Ability to provide a leadership role in scoping, planning, developing, monitoring and evaluating action plans.
- Ensure that newly recruited staff possess the appropriate capabilities and values, are effectively inducted into the organisation and provided within ongoing support and development.
- Lead a team approach to problem solving, team development and continuous quality improvement.
- Identify, develop and implement strategies to improve efficiency, effectiveness, skills, performance and staff satisfaction and morale.

Interpersonal Skills

- Ability to gain cooperation and assistance from colleagues, other employees and members of the public in the administration of broadly defined activities
- Ability to communicate and liaise effectively with Councillors, Managers and staff within Council, and with other senior persons in external organisations to discuss and resolve specialist problems
- Ability to develop authentic relationships, liaise and gain support of a diversity of people, organisations and agencies.
- Ability to handle enquiries with tact, diplomacy and clarity.
- Ability to motivate and develop employees

Inherent Requirements

The inherent requirements of the role are provided in the job advertisement as well as on Council’s [Recruiting and Selecting for Excellence](#) page.

Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the capacity to perform the genuine, reasonable and inherent tasks of the role.

Conditions of Employment

Conditions of employment are in accordance with the **Knox City Council Enterprise Agreement** and the Knox City Council Code of Conduct. Applicants will require the following:

Satisfactory Police Check	ID Verification Check	COVID19 vaccination certificate or immunisation history
Reference Check	AU Entitlement to Work	Working with Children Check

Qualification Verification	Current Victorian Drivers Licence	There will be a requirement to attend some out-of-hours meetings on occasion.
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About Knox

Making a difference to others and our community is at the heart of everything we do at Knox. Future Ready Knox connects our vision, aligns our purpose with values, strategy and people experience. We all have an important role to play, in working together we will achieve all we aim for and more.

Our Vision

Community
Inside and Out

INSPIRED BY OUR CORE
PURPOSE OF

Empowering our
diverse community to
thrive and prosper.

Our Values

Our values are the foundations to our success and culture at Knox. They represent what we stand for, inspire us to bring our whole selves to work and create a shared understanding to align the way we work with our vision and purpose.



Make a
difference daily



Inspire and
facilitate success



Think big
act bold



Do what is right
(not what is easy)

THRIVE: Our Future Ready Knox Strategy

The world we live in is changing, placing ever more focus on people and what it means to be human.

It is time we reimagine the future of work and adapt how we lead our changing business, so we evolve and remain purposeful for our residents, our community and our City. We all have capacity to adapt and evolve. It is through harnessing our changing skillsets and mindsets, and working and learning together that we will bring out the best in each other and create a future we can all feel good about.



Adaptive future

We will pursue the future with a clear strategy of excellence and service. We will never stop learning and growing. We will be a resilient, adaptable and sustainable workplace comprised of thriving people working together to fulfil our core purpose: empowering our diverse community to thrive and prosper.

Evolving culture

We strive to be an agile organisation built on a foundation of psychological safety and trust in our leaders, our teams and ourselves. We will be defined by our love of learning, innovation and growth. We will be led by wholehearted humans who bring out the best in our people and drive collective ownership of our vision, strategy and values. This will ensure we respond, adapt and thrive in a rapidly changing world.

Flexible workplace

We will thrive in our inclusive and connected workplace, defined by flexible practices and spaces, and enabled by new technologies and business intelligence. These will support our people to explore and adopt new ways of thinking, learning and working that ultimately deliver greater value to our community.

Thriving people

We will be defined by our resilient, diverse and capable people and will support them to keep growing and leveraging their passions, talents and skills. We will improve the ways we engage and communicate, embrace productive conflict and hold each other accountable for our commitments. We will harness our collective potential to make a difference and create a future we can all feel good about.

Please refer to our website www.knox.vic.gov.au for more information about Knox City Council.