

Position Description



WORKING TOGETHER FOR A THRIVING COMMUNITY

POSITION TITLE:	Manager Community Strengthening
POSITION NUMBER:	5599
DIRECTORATE:	City Life
DEPARTMENT:	Community Strengthening
CLASSIFICATION:	MSP 1 or MSP 2/ SPL 1
REPORTS TO:	Executive Director, City Life
DIRECTLY MANAGES:	Coordinator Health Equity and Planning, Coordinator Social Equity and Safety, Coordinator Community Inclusion, Coordinator Youth Development and Senior Administration Officer
KEY STAKEHOLDERS:	ELT, Councillors, State and Federal Government, Geelong Regional Library Corporation, Commonwealth Games legacy stakeholders, advisory committees
DATE:	5/08/2024

POSITION SUMMARY:

Reporting to the Executive Director City Life, the Manager Community Strengthening is accountable for strengthening the City's social, health and inclusion outcomes through partnerships, strategic planning, capacity building and innovation that identifies current and future needs of communities and responds accordingly.

ABOUT US:

The City Life Directorate aims to provide quality services to the community, including Family Services, Community Safety and Regulation, Community Strengthening, Community Care, Swim, Sports & Leisure Services and Community Participation.

The Community Strengthening department supports the City's social, health and inclusion outcomes through partnerships, strategic planning and innovation that identifies current and future needs of communities and responds accordingly. This department includes Community Inclusion, Youth Development, Health Equity Planning and Social Equity and Safety.

Visit our website to read about the City of Greater Geelong, our values, and our vision and strategy.

KEY POSITION RESPONSIBILITIES:

People & Organisational Leadership

- Develop a clear, inspiring vision aligned with the Organisation Strategy for the team's future, formulate goals to achieve it, and communicate it effectively to lead the department.
- Develop departmental capabilities to meet the requirements of its future strategic goals.
- Play a key role in the development, facilitation and implementation of a place-based community development approach ensuring that this aligns with placemaking principles and that data and insights feed into the municipal planning processes across the organisation.
- Design, develop and implement the Community Strengthening team's ways of working, processes, and capabilities.
- Motivate and provide strong operational leadership to the department by fostering an inclusive, customer focused and accountable culture.
- Lead change initiatives, act as a role model through self-awareness, resilience, inclusion, encouraging cross-functional teamwork and collaborations.
- Manage and coach a team of leaders and professionals ensuring that they feel valued, have the necessary resources and support to succeed and develop in their roles.
- Maintain appropriate organisational structures and communication channels to ensure staff are engaged, committed and results oriented.

Organising Resources & Planning

- Develop and integrate the department's initiatives and annual business plans in line with the Directorate strategy, balancing value for our community and customers within the financial, social, environmental and resource constraints.
- Manage all aspects of the department's resources and budget planning for effective operations; regularly tracking and reporting on performance against departmental goals.
- Encourage the use of the appropriate systems and processes, and ensure that organisational policies, governance mechanisms, professional standards and regulations are adhered to across all activities.
- Foster a culture of continuous improvement and quality outcomes, to motivate staff to deliver timely quality service to our customers and community and implement best practices to proactively improve their experience.
- Adopt a proactive risk management approach to ensure risks are identified, quantified, controlled, and reported so that our people, contractors, and the community are protected.
- Implement robust monitoring and evaluation frameworks to assess program and initiative effectiveness.

Specialist Work

- Lead a customer first and best practices approach in the department to address challenges in delivering services to City's customers and community.
 - Engage and build strategic networks and partnerships with key stakeholders internally and throughout the industry to drive collaboration.
 - Manage and balance the needs of key stakeholders to ensure department priorities are met and the services provided to customers by the team meet customer expectations.
 - Provide subject matter or expert advice to the Directorate, ELT, Councillors, and other leaders across the organisation.
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- Develop an approach to research and analysis that identifies innovative and cost-effective ways to meet community needs and priorities.
- Lead continuous improvement activities to review services, activities and programs being delivered directly by the City or in partnership with other organisations.
- Facilitate, attend, and support Council Advisory Committees.
- Manage the review of strategies within the portfolio and determine future requirements in line with other strategic documents.
- Collaborate with the Manager Corporate Program Management Office to manage inputs and subject matter expertise into the service review process.
- Oversee the development and delivery of community development initiatives for capacity building and community strengthening by working with internal stakeholders and delivery partners that align with the council plan and organisation strategy.
- Support the facilitation of partnerships with individuals, groups and organisations to help build a well-informed, inclusive and skilled community as per agreed strategic priorities and plans.
- Stay informed about new and emerging trends and practices in community development and keep up to date with relevant guiding standards and frameworks in community development, research and engagement.

The above information is graphically depicted in the **Position Balance** graph below. It shows the approximate degree of time one may require dedicating towards people leadership, organising resources/ planning and specialist work. The time horizon indicates the timeframes the important tasks in this job may take to create an impact on the organisation indicating the level of strategic thinking and impact.

People & Organisational Leadership 35 – 55%	Organising Resources & Planning 20 – 40 %	Specialist Work 15 – 30%
Time Horizon 2 – 5 years		

KEY SELECTION CRITERIA:

We embrace diversity and encourage applicants to apply, even if they don't meet all the essential criteria. We value different experiences, unique skills and believe in providing opportunities for growth.

REQUIRED	DESIRABLE
Education and Experience	
<ul style="list-style-type: none"> • A tertiary qualification in Community Development, Health Promotion, Youth Development, Social Sciences, Education or related fields and significant professional experience in those fields in a comparable organisation. • Demonstrated senior leadership experience. 	<ul style="list-style-type: none"> • Relevant post graduate qualification.
Skills and Knowledge	
<ul style="list-style-type: none"> • Demonstrated people management skills to support, influence and foster a productive team culture. 	<ul style="list-style-type: none"> • Demonstrated ability to contribute to an organisation at both the strategic and operational level.

REQUIRED	DESIRABLE
<ul style="list-style-type: none"> Accomplished negotiation, writing, presentation and public speaking skills to influence stakeholders including elected representatives at all levels of government and achieve support for organisation outcomes. Well-developed problem solving and stakeholder management skills with the ability to build cooperation and partnerships. Proven track of leading teams through change ensuring strong stakeholder engagement throughout the process. Demonstrated skills in business planning and management, budget development, financial and resource management, and complex reporting in accordance with strategic goals and KPIs. Demonstrated project management experience with the ability to lead small to medium sized projects to quality outputs, within tight deadlines and budget. Strong understanding of community development practices and frameworks. Demonstrable skills in research and analysis and service reviews. Ability to champion organisation priorities and bring people along. 	<ul style="list-style-type: none"> Demonstrated commercial acumen and ability to apply commercial savviness to decision making. Ability to advocate, build and maintain industry networks and partnerships.
Licences or Checks	
<ul style="list-style-type: none"> Working with Children Check National Police Check will be required to be completed as part of the recruitment process. 	

APPENDIX 1: ADDITIONAL GENERAL INFORMATION:

General Expectations

- Behave according to the City's values and expectations.
- Behave according to the City's Leadership capability framework which specifies the behaviours for being an effective people leader.
- Adhere to the Council's policies and procedures and carry out duties as deemed reasonable and relevant to this position.
- Understand and adhere to relevant Delegations and Regulations applicable to this role.
- Participate in building ethical organisational culture, by preventing, detecting and reporting fraud and corruption.

Child Safety Responsibilities:

We are committed to being a child-safe organisation and have zero-tolerance for child abuse. We have specific policies, procedures, and mandatory training in place to support employees, volunteers, and contractors to achieve and adhere to these commitments. Please read our [Child Safe Standards Management Policy](#).

Diversity and Inclusion

At the City we want a workforce that reflects the community we live in. We welcome and embrace everyone, all people with their own unique experiences, and support and encourage all our employees to do their best work, have equal access to opportunities and a just working environment. For this reason, we particularly welcome and encourage applications from First Nations people, people with diverse cultural and linguistic backgrounds, from the LGBTQIA+ community, people with disability and people of all genders, ages and diverse experience.

Risk Management and Occupational Health, Safety & Wellbeing (HSW) Responsibilities:

- Promote and lead a positive occupational health, safety, and wellbeing culture by demonstrating a positive commitment to HSW.
- Understand and comply with all City of Greater Geelong HSW policies, procedures, and legislative requirements relevant to the position.
- Take responsibility for own safety, as well as functional responsibility for HSW performance within area of responsibility.
- Perform work in a safe and appropriate manner, ensure understanding of any hazards and risks that may be present.
- Ensure behaviour does not interfere with the HSW of others, including discrimination, bullying or harassment.
- Proactively report, promptly investigate, and address any incidents, injuries, hazards, or unsafe work practices.
- Actively manage the return to work of any injured workers in conjunction with the Injury Management Team
- Complete all mandatory and recommended WHS training as scheduled.

The following general physical, functional, and psychosocial requirements may apply to this position. Specific physical requirements will be attached if applicable.

Physical and Functional Requirements	Psychosocial Requirements
<ul style="list-style-type: none">• Some manual handling tasks.• Prolonged periods of inactivity, e.g., sitting at the computer.• Regular keyboarding associated activities.	<ul style="list-style-type: none">• Dealing with politically sensitive information and managing demanding stakeholders in stressful situations.• Dealing with staff conflicts and performance management issues.• Demanding deadlines, requiring working longer hours or over weekends.• Undertaking decisions that can make lasting impact to the organization and community.