

Partnerships Officer

Position Number: 500466

Directorate: Advocacy and Community Services

Department: Community Strengthening

Reports to: Manager Community Strengthening

Classification: Band 6

Employment Status: 3 days per week

Location: **Civic Centre Broadford** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

Date created/amended: August 2018

Employee signature: _____ **Date:** / /

About the Organisation

Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



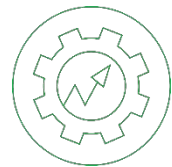
Respect



Customer Service
Excellence



Accountability

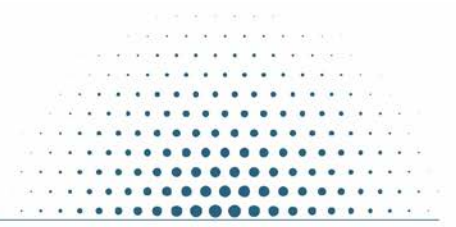


Continuous
Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- > Governance and Corporate Performance
- > Development and Infrastructure
- > Advocacy and Community Services



About the Role

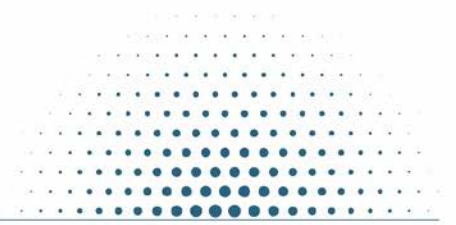
Objectives

- > Establish, build and maintain partnerships with a broad range of relevant internal and external stakeholders such as state and federal government, community service and health providers, community groups, other associations and other councils
- > Work with partners to help identify current and emerging issues, solutions and opportunities, and build the evidence base needed to progress opportunities
- > Provide advice and support to specific partnership projects, specifically in the growth areas, that are aimed at building the resilience, connectivity and liveability of communities in Mitchell Shire
- > Use research and evidence based practice to advocate for and build key partnerships to address service gaps within the Shire
- > Assist with the establishment of the ongoing implementation of the integrated service hubs and the relationship with the key service provider/s at each site
- > Support the planning, development and management of projects that are focused on addressing advocacy issues and delivering social outcomes
- > Input into the writing of social policies that have an impact on the Mitchell Shire community
- > Work with internal departments across Council to help provide a consistent approach to partnerships and working together to achieve key outcomes for community
- > Draft organisational responses to key government and regional strategies, policies and inquiries where the response requires cross directorate input and is of a general social policy nature

Key Responsibility Areas

Partnerships

- > Build, strengthen and promote effective, co-operative and positive partnerships and relationships with community, local and regional government departments and community service providers to inform the delivery of research, advocacy, partnerships and social policy in all programs, activities and events and ensure an integrated approach to all planning and service provision.
- > Support a consistent approach to and develop resources for engagement with community groups and organisations aligned with the Mitchell Community Engagement Framework
- > Work with partners to identify current and emerging issues, recommend solutions and opportunities, and build the evidence base needed to progress opportunities
- > Facilitate the current Beveridge North West growth areas project to ensure early delivery of services and building connected communities, specifically overseeing the Resilient Melbourne Project and Liveability Indicators Project.
- > Provide advice and support to all partnership projects, specifically in the growth areas, that are aimed at building the resilience, connectivity and liveability of communities in Mitchell Shire
- > Facilitate the establishment and ongoing implementation of the integrated service hubs and the relationship with the key service provider/s at each site to ensure they are meeting community needs
- > Assist with the future planning of integrated support hubs at Seymour and Wallan East including mapping of community needs and working with partnership agencies on service models and implementation
- > Work with internal and external partners to plan for future growth and community needs, address service gaps and build community wellbeing and resilience



- > Provide specialist advice to executive management and Council of growth issues and partnership planning and development
- > Work in partnership with all Council departments to ensure the consistent provision of current and future social and demographic information and to ensure that community outcomes are a key performance indicator for all program and service areas,

Advocacy & Social Policy

- > Assist with the development and implementation of the legislated Municipal Public Health and Wellbeing Plan, including annual action planning and internal and external accountabilities and reporting
- > Assist with the development and implementation of key policy and social planning that will have a significant impact on Mitchell Shire into the future
- > Assist with the collation of demographic data to assist with the development of funding submissions, presentations and business cases
- > Assist with the development of advocacy priorities for Mitchell Shire that will address service gaps
- > Planning for future growth initiatives particularly in the areas of health, social services and liveability to build resilient communities.

Other Duties

- > Responsibilities and duties included in this position description are subject to the multi- skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.

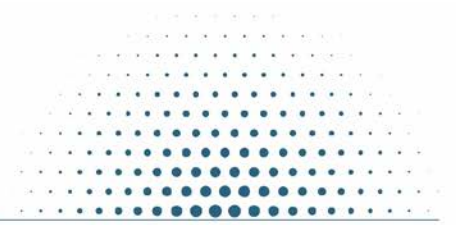
About You

Key Selection Criteria

Qualifications and Experience

Essential

- > Tertiary qualifications in social policy, planning, human services, community services, research or related field (or equivalent) with relevant experience in the social planning and /or research area
- > Proven experience in partnership development to meet community outcomes
- > Proven experience in project management, including managing the competing priorities of key stakeholders
- > Proven experience in community engagement
- > Demonstrated excellent communication and interpersonal skills with a commitment to customer service, including sound negotiation and conflict resolution skills and proven experience in dealing with a range of stakeholders
- > Experience in the development of social policies
- > Understanding of research and data analysis techniques and the interpretation of these for policy and planning purposes



- > Proven experience with Local Government or similar experience in public sector or not-for-profit sectors with a sound understanding of the social, political and legal frameworks in which Local Government operates.
- > Current Drivers Licence
- > Current Working with Children's Check
- > Willingness to undertake a National Police Check

Position Requirements

Accountability and Extent of Authority

- > Accountable to the Coordinator for overseeing key projects to meet the growth needs of Mitchell Shire that support and promote community resilience, connectedness and liveability
- > Accountability for the timely provision of specialist advice regarding social issues impacting Mitchell Shire to the Executive Leadership Team, Councillors and key community stakeholders and specifically regarding service gaps, partnership development and community resilience
- > Freedom to act is subject to policy and regular supervision/advice is available.

Judgement and Decision Making

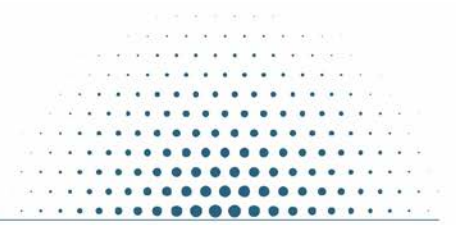
- > Research and assess demographics and social planning issues with specific focus on the planning, resilience and liveability factors in growth areas across Mitchell Shire and provide appropriate recommendations and advice to Executive Management, Councillors and community stakeholders
- > Oversight of the integrated service hubs across Mitchell Shire and using judgement and decision making in the partnership arrangement for the management of these sites
- > Develop key partnerships and exercise professional knowledge and experience to recommend the allocation of resources and support to integrated service hubs
- > Use demonstrated experience and skills in the building and oversight of stakeholder engagement and partnerships enhancement including problem solving and relationship management skills

Specialist Skills and Knowledge

- > Experience in the provision of social planning recommendations and can provide advice to Council and key stakeholders
- > Knowledge of growth areas and the specific social issues that are impacting on these communities (including family violence, housing issues, gambling and employment)
- > Knowledge of relevant government policy and the role of Local, State and Federal Governments in social planning

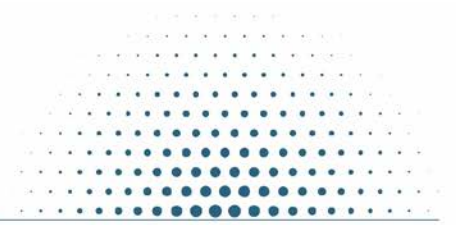
Management Skills

- > Demonstrated skills in managing time and setting priorities to achieve a broad range of outcomes within broad parameters and with some support and direction
- > Demonstrated experience to work set and achieve goals and objectives
- > Ability to effectively represent Council in meetings and daily duties
- > Demonstrated ability to facilitate a project team that includes internal and external stakeholders to achieve a desired outcome for the Mitchell Shire community



Interpersonal Skills

- > Ability to advice on community engagement processes, identify stakeholder and community needs and expectations, decide appropriate actions and respond accordingly
- > Excellent communication skills including the ability deal with difficult situations whilst presenting a positive Council image
- > Ability to work positively with different stakeholders including community, community groups, other Council departments, community service providers, local businesses and where required, state and federal government departments, politicians and other local councils.
- > Understanding of privacy and confidentiality in local government and community context and the ability to practice this within the boundaries of the role
- > To live and role model the Mitchell Shire Values across the organisation
- > Excellent written and verbal communication skills including writing reports and draft briefings for Council, presenting to Councillors, community and stakeholders and completion of correspondence with community



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 6 2014-2017
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

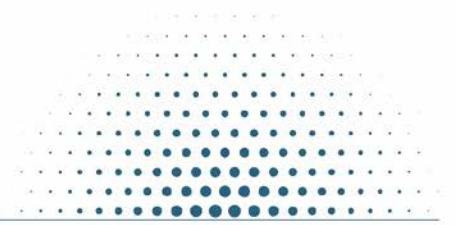
Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

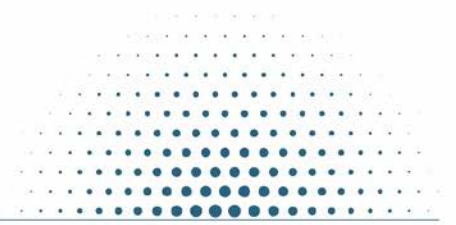
Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

Monthly ADO

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

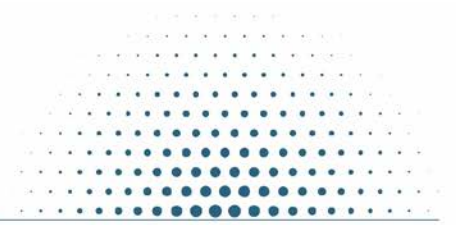
More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

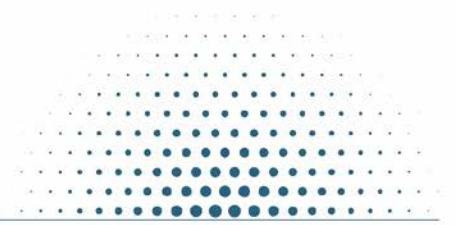
Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.