



POSITION DESCRIPTION

POSITION TITLE:		Urban Agriculture Facilitator			
POSITION NO:		100391	CLASSIFICATION:		Band 6
DIVISION:		City Works and Assets			
BRANCH:		City Works			
UNIT:		Waste Minimisation and Urban Agriculture Unit			
REPORTS TO:		Urban Agriculture Facilitator			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council is committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

The Urban Agriculture Facilitator (the Facilitator) will have a direct impact on the nature and location of urban agriculture initiatives within Yarra, and will facilitate projects and educate individuals and groups who wish to establish or participate in such initiatives.

The Urban Agriculture Facilitator is responsible for the development of an engaging and accessible program which will support the strategic direction of the Urban Agriculture Strategy.

Key objectives of this position include:

- Delivery of actions described in the Urban Agriculture Strategy or Urban Agriculture Action Plan (as updated from time to time)
- Support the community in the development and implementation of urban agriculture within Yarra;
- Work closely with the Yarra Urban Agriculture advisory committee
- Liaise with internal teams and external agencies to promote and further the development of urban agriculture in Yarra;

- Promote best practice in Yarra urban agriculture projects;
- Provide input into the development of policy which may impact urban agriculture in Yarra;

The position's scope encompasses urban agriculture activities, for the purpose of food production, as well as urban agriculture activities related to sustainability, public health and community development.

In conjunction with the Coordinator, Waste Minimisation and Urban Agriculture, the Facilitator will assist the development of community urban agriculture initiatives in the public domain. The position requires a level of technical and practical knowledge of how public spaces operate and how urban agriculture can complement these spaces and add to the streetscapes, community life and landscapes within Yarra.

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The facilitator will be part of the City Works Branch which forms part of the City Works and Assets Division. Within that Branch the Waste Minimisation Unit is responsible for the development of the Waste Minimisation and Resource Recovery and Urban Agriculture strategies and managing their implementation.

The incumbent is required to pursue Branch, Divisional and Corporate goals through efficient and effective team work within the Branch and colleagues within the organisation and wider community by assisting, supporting, liaising, and developing sound working relationships with a range of internal and external parties.

ORGANISATIONAL RELATIONSHIP

Position Reports to: Urban Agriculture Facilitator

Position Supervises: Students and external contractors

Internal Relationships: The incumbent will be required to liaise with employees at all levels within the organisation including directors, managers and individual employees whose roles intersect with this function.

External Relationships: The incumbent will be required to liaise and maintain a professional relationship with a range of external organisations including Federal, State and Local Government agencies; private sector bodies, community members and external service providers in the course of delivering services.

KEY RESPONSIBILITY AREAS AND DUTIES

In conjunction with the Coordinator, Waste Minimisation and Urban Agriculture, the incumbent has the following key responsibilities:

- **Deliver, monitor and report on** the implementation of all actions as outlined in the Urban Agriculture Strategy.
- **Convening and Resourcing of the Urban Agriculture Advisory Committee**
The Facilitator acts as secretariat to the Yarra Urban Agriculture Advisory Committee, and supports this committee in accordance with its Terms of Reference.
- **Implementation of the Urban Agriculture Guidelines**
The Facilitator will be required to liaise with internal teams, community and external agencies to assist the community in the development of high quality urban agriculture projects, monitor the Guidelines' on-going effectiveness.
- **Informing and Supporting the Internal Integration of Urban Agriculture Planning and Implementation at Yarra City Council**
The Facilitator will work with other business units to deliver individual and/or shared programs and targets. The Facilitator will be responsible for working with other business units to develop and support urban agriculture activities.
- **Providing On-line and Public-Event Information and Best Practice Resources**
The Facilitator is responsible for the development and delivery of expert urban agriculture content and direction regarding the development and implementation of urban agriculture and community gardening options/processes for Yarra residents, as well as best practice information for food production in urban public spaces.
- **Providing Administrative and Business Support**
The Facilitator will be responsible for:
 - Adherence to all Council Risk Management and OH&S principles and requirements and local and state legislation, standards, guidelines and regulations;
 - Administration processes as they relate to urban agriculture and community garden activities;
 - Creation maintenance, and analysis of records of urban agriculture initiatives in Yarra as required, and registers of participants involved in urban agriculture practice in Yarra;
 - Provision of specialist advice and support to other business units within Council including but not limited to Parking Services, Risk Management, Construction Management, Compliance, Traffic and Engineering Services, Community Planning and Advocacy and Open Space Planning team as required.
- **Developing Community Advocacy and Education**
The Facilitator will:
 - Support residents, groups, and businesses wishing to engage in urban agriculture;
 - Provide secretariat to the UAAC;

- Through engagement, provide specialist urban agriculture advice;
 - Facilitate initial contact between interested groups and external public bodies whose land may be fit for use for urban agriculture and community gardens;
 - Provide information and resources to interested parties, including developing and maintaining on-line content for the Council website; and
 - Develop and deliver educational workshops and events for the purpose of promoting urban agriculture amongst all residents of Yarra.
- **Providing Customer Service**
As part of their professional role with the City of Yarra, the Facilitator will:
 - Meet agreed organisational performance and service standards;
 - Demonstrate understanding and respect for diversity and clearly show an understanding for the views of others;
 - Undertake site inspections in response to customer concerns and requests;
 - Ensure the provision of accurate and consistent advice to the community when required;
 - Achieve high standards of customer service and personal performance;
 - Ensure a sound working relationship with other internal departments;
 - Take responsibility for the impact of own actions on others; and
 - Demonstrate enthusiasm and willingness to work and contribute cooperatively.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Urban Agriculture Facilitator is directly accountable to the Coordinator of Waste Minimisation and Urban Agriculture for the provision of efficient, effective and professional services for areas under their control, and will work closely with other members within the unit and other pertinent business units.
- The authority and freedom to act in the position is subject to regulations, policies, regular supervision and budgetary constraints. The requirements of the Local Government Act and other relevant statutory regulations, and professional technical standards must be followed.
- The position is accountable for the following:
 - Development and implementation of a yearly action plan which supports the strategic direction of the Urban Agriculture Strategy;
 - Provision of effective assistance to applications made to Council under the Urban Agriculture Guidelines;
 - Recommending permit approvals for urban agriculture initiatives;
 - Provision of effective internal and external liaison and customer service.
- The position has the following extent of authority:
 - Liaison with members of the community;
 - Assessment of annual community grant applications;
 - Preparation of reports and add recommendations to the Coordinator and Assistant Director Planning and Placemaking;
 - Determination of applications, within agreed policy criteria;
 - Liaising with internal and external persons to provide specialist advice and input into the development of relevant Council policy

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Respect
 - Teamwork
 - Innovation
 - Sustainability
 - Accountability
 - Integrity

JUDGEMENT AND DECISION MAKING

- The position requires a detailed knowledge of Council's Urban Agriculture policy and the application of this policy in a densely populated urban environment;
- Community consultation and advocacy issues may be complex or sensitive in nature. The position will be required to draw upon previous experience and knowledge in the areas of advocacy and community consultation;
- The position will be required to make informed judgements after consideration of a number of relevant aspects;
- The Urban Agriculture Facilitator is subject to regulations, policies and regular supervision. Within this, the Facilitator is required to exercise independent professional judgment, adaptability and problem solving and conceptual skills with guidance from the Coordinator of Waste Minimisation and Urban Agriculture. Matters of a particularly sensitive nature should be brought to the attention of the Coordinator of Waste Minimisation and Urban Agriculture.

SPECIALIST KNOWLEDGE AND SKILLS

- Past experience with community gardens or urban food production initiatives and awareness aware of current trends in the sector;
- Clear understanding of the principles behind effective community consultation;
- Demonstrated ability to work cooperatively and communicate clearly with local residents, different stakeholders and community groups, including supporters and opponents;
- Ability to analyse a proposal against agreed selection criteria;
- Ability to identify and prepare grant applications
- Ability to interpret plans and diagrams;
- Ability to assess site conditions against approved plans with a focus on public safety and traffic management; and
- Competent computer skills in current Microsoft software applications e.g. Outlook, Excel, Word and other council computer systems e.g. TRIM, Merit.

MANAGEMENT SKILLS

- Ability to manage own time, problem solve, plan, prioritise and organise work within a set timetable and in an environment of change and conflicting demands;
- Ability to solve problems through discussion and team work;

INTERPERSONAL SKILLS

- A demonstrated ability to consult, negotiate and problem solve;
- A demonstrated ability to gain co-operation and assistance from a range of people including other staff, residents and ratepayers, community groups, statutory and government personnel, community interest groups, etc.;
- Well-developed oral and written communications skills; and
- Ability to work independently under the Coordinators guidance or as part of a multi-disciplinary team environment
- A demonstrated ability to liaise, share and collaborate with other relevant organisations to add value to community urban agriculture activities, and
- A demonstrated ability to resolve specialised issues regarding urban agriculture and its development

QUALIFICATIONS AND EXPERIENCE

Tertiary qualifications in environmental science, resource management or substantial relevant experience in fields as diverse as horticulture, landscape architecture, community development and advocacy, urban design and/or education.

Central to the success of this role will be a clear understanding of the local environment and the community benefits that come through urban agriculture initiatives, as well as the ability to critically assess proposals against Council obligations to public safety and amenity requirements.

KEY SELECTION CRITERIA

1. A self-motivated person who can deliver outcomes within set timelines and budgetary requirements;
2. Effective written and oral communication skills and an ability, to inform and educate;
3. Planning skills with ability to plan and prioritise work, self-manage time and budget to meet set timelines and work within budget constraints;
4. Past experience with community gardens, urban design or parks planning;
5. Experience in a local government or community-based organisation;
6. Strong communication and consultation experience with individuals, community groups, management and other public authorities;
7. Experience and ability in working with a wide range of people to develop and deliver high quality community programs;
8. Basic understanding of budget expenditure and monitoring techniques.