

POSITION DESCRIPTION

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| POSITION TITLE: | Safer Communities Project Officer |
| STATUS: | Full Time, Ongoing |
| CLASSIFICATION: | Band 5 |
| BUSINESS UNIT: | Safe and Inclusive Communities |
| DATE REVIEWED: | October 2017 |

ORGANISATIONAL CONTEXT

Our vision is that the Cardinia Shire will be developed in a planned manner to enable future generations to enjoy and experience the diverse and distinctive characteristics of our Shire.

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our corporate values. The Values help guide us to continue to be a customer-focused organisation that strives to achieve excellence in everything that we do. The Values form the basis of how we behave in the workplace and conduct the business of planning. Our corporate values are:

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| Teamwork: | We work collaboratively to achieve shared goals |
| Respect: | We value diversity and appreciate others |
| Accountability: | We are responsible for our actions and behaviours |
| Communication: | We communicate openly and share knowledge with others |
| Customer focus: | We consider the needs of others and make a difference for our community |

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from new born babies, to young people, families and our senior citizens.

Cardinia Shire Council values Gender Equality and does not condone any behaviours contravening this, as outlined in our Workplace Behaviors policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and other breaches of our workplace policy.

ORGANISATIONAL RELATIONSHIPS

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| Reports to: | Team Leader Safe and Inclusive Communities |
| Supervises: | NA |
| Internal Liaison: | This position liaises with all staff and management within Council. |
| External Liaison: | This position liaises with Government and non-Government agencies, community organisations and local community groups. |

POSITION OBJECTIVES

- Lead the process for Cardinia Shire Council to retain designation as an International Safe Community.
- Work with partner organisations to develop injury prevention and harm minimisation strategies and programs within the Cardinia Shire.
- Monitor safety promotion, harm, and injury prevention partnerships and projects.
- Facilitate and project manage the work identified through the Cardinia Safer Communities Committee with groups and organisations concerned with the prevention of intentional and unintentional harm and injuries.
- Assist the Cardinia Safer Communities Committee to meet its objectives and provide advice on safety, harm and injury prevention related issues and building strategic and collaborative relationships in this sector across Cardinia.

KEY RESPONSIBILITIES

- Undertake sector profiling and data analysis work in relation to safety, harm and injury prevention.
- Undertake project research relating to the determinants of injury and evaluation of strategies and related activities and ensure that timely and accurate data is available to the Safer Cardinia Committee, Council, Council's senior management and other Council units.
- Undertake an extensive community engagement process to determine the needs, wants, fears and perception of the community towards injury prevention and harm minimisation.
- Work with community groups, health organisations and Government and Non-government agencies to obtain, and then maintain International Safe Community designation.
- To develop and maintain networks, partnerships and relationships aimed at building the community's capacities and improve injury prevention and harm minimisation within the municipality.
- Contribute to the development, implementation and evaluation of policies, services and activities in regards to strengthening capacity for a safer community.
- Provide advice on a range of injury prevention and harm minimisation issues.
- Undertake administrative duties including organising meetings, preparing agendas and keeping minutes of the Cardinia Safer Communities Committee or other meetings as required chaired by council representatives.
- Represent council at official functions, meetings, seminars etc. both during and outside normal working hours, as necessary to effectively carry out the position and to convey a positive public image of Council.
- Actively participate and/or lead the Cardinia Safer Communities Action Group Meetings and injury prevention networks.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to and promote HR, IT, OH&S/Risk Management policies, procedures and practices
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Directly responsible to the Team Leader Safe and Inclusive Communities for the carrying out of duties and responsibilities as directed, and for ensuring a high level of service efficiency.
- Authority to provide information and advice to community members and other relevant persons/organisations on injury prevention and harm minimisation matters.
- Freedom to act will be subject to regulations, awards, council policies and procedures, and will be subject to limited supervision.

JUDGMENT AND DECISION MAKING

- Work objectives of the position are clearly defined within the context of the position description; however methods and procedures to be followed to achieve the work objectives are not always clear.
- Guidance and advice are usually available from more senior officers.
- Required to exercise professional and independent judgement in problem solving and developing positive working relationships with other staff.
- Independent decisions can be made in regard to work priorities and methods of program implementation. The position involves making a reasoned decision based on the results of research and providing justification to support a recommendation. On-site decisions will be required to be made within policy requirements.
- All formal Council/Committee recommendations are subject to review by more senior officers.

SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of community capacity building and skills in implementing community development strategies to meet required needs.
- Thorough knowledge of safer community related issues.
- An understanding of the legislation and regulations relevant to this field.
- Experience of successfully working with interagency collaborations, with a working knowledge of how systems interact and operate within communities.
- Knowledge and experience working with community groups, social services agencies, government agencies and stakeholder partners.
- Ability to research, analyse and critique information, data and resources
- High level project management skills.
- Identify key partnerships, community groups and stakeholders for consultation, and the building of strategic, collaborative and intersectorial relationships.

MANAGEMENT SKILLS

- Ability to effectively plan, organise and manage your own time and workload.
- Ability to achieve specific outcomes within set timeframes.
- Ability to be self-motivated and directed.

INTERPERSONAL SKILLS

- Well-developed communication skills including verbal, written and presentation skills and an ability to represent Council in a positive and professional manner.
- Ability to engage effectively with a diverse range of individuals, community groups and professionals.
- Demonstrated ability to work as a member of an effective team and to liaise with counterparts within Council and at other organisations to discuss specific matters.
- Ability to gain co-operation and assistance from others.
- Ability to work individually on projects but remain part of a broader team.
- Ability to work in an Activity Based Work team environment.

QUALIFICATION AND EXPERIENCE

- A tertiary level qualification in health promotion, community development, risk management or related field, or equivalent experience in community safety or community-based project work would be highly desirable.

- Experience in establishing and maintaining professional networks to facilitate effective communication and co-operation within the community and Government sectors.
- Experience of successfully working with interagency collaborations, with a working knowledge of how systems interact and operate within communities.
- Current drivers' licence which allows the incumbent to drive within Victoria.

KEY SELECTION CRITERIA

- Sound understanding of community development concepts, best practice frameworks for safer communities and the ability to put them into practice.
- Knowledge and understanding of injury prevention and harm minimisation issues in a growing community.
- Demonstrated project management skills including program planning, design, implementation and evaluation within a community development framework.
- Ability to analyse and evaluate a range of data and support the preparation and writing of reports as required.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2014 and Cardinia's policies and procedures.

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| Tenure: | This is a full time ongoing role. Working hours are full time. |
| Probation period: | All Council appointments are subject to a minimum period of employment ("probationary period") of six months. |
| Medical examination: | All appointments are required to undertake a satisfactory pre-employment medical examination at Station Street Clinic, Pakenham (at Council's expense). |
| Police Record check: | All appointments are subject to a satisfactory National Police Record Check. |

INSTRUCTIONS FOR APPLICANTS

Please download a copy of Cardinia Shire Council Values Framework from www.cardinia.vic.gov.au as this gives an explanation of the organisational culture that operates at Cardinia Shire Council.

To apply, follow the prompts to complete the online application form and attach your resume and cover letter in the employment section of Cardinia Shire Council's website www.cardinia.vic.gov.au

Cardinia Shire Council is an Equal Employment Opportunity Employer