

Manager Community Position Description

Classification	Senior Executive Officer
Division	Corporate
Department	Community
Reports to	General Manager Corporate

Position Objectives

Effective and efficient leadership and management of the Community Department to deliver agreed objectives and ensure a high performing and engaged team. Specific key objectives are ensuring the achievement of corporate and departmental objectives identified in the Council Plan, strategic direction set through annual business plans and service specific goals and objectives in regard to functional areas

Key Responsibilities

- Lead the development and implementation of Benalla Rural City Community Plan and Municipal Public Health Wellbeing Plan.
- Engage with communities to assist them to plan for ways they can enhance and strengthen their local community.
- Develop and implement a range of partnership projects with community groups to address identified community needs and the Council's priorities.
- Enhance the planning, delivery and evaluation of Council community engagement activities.
- Develop strategic partnerships with allied service providers and other Council departments.
- Responsible for the management and strategic development of the Community Department.
- Provide support to the Maternal and Child Health and Family Services teams.
- Represent Council at local, regional, and state-wide networks and forums.
- Resource and support a number of key reference and advisory groups such as Benalla Health and Wellbeing Partnership group, Aboriginal Advisory Group and Age Friendly Benalla Reference Group.
- Emergency Management – Deputy Municipal Manager, Liaise with the MERO for the best use of municipal resources to enable the recovery by individuals or the community from the effects of an emergency.

Key Selection Criteria

- Proven success in the leadership of teams of professional staff with the ability to define, monitor and achieve agreed objectives.
- A leadership style that addresses performance issues directly and respectfully and encourages and supports staff to grow and achieve to the best of their ability.
- Specialist knowledge in community development, strategic planning and project management.
- Relevant tertiary qualifications.

Qualifications and Experience

- Tertiary qualifications relevant to community development.
- Experience in community development in a rural environment.
- Additional post graduate studies in management.
- Experience in middle management level.
- Proven capacity to deliver proactive, coordinated and sustainable management practices in areas of responsibility.

Our Guiding Principles

Benalla Rural City Council recognises that great organisations are built on shared and demonstrated values. All Council staff are expected to demonstrate commitment and act in accordance with the following guiding values.

- **Fairness, Equity and Respect:** Lead by example to build an inclusive workplace that recognises and encourages the value in everyone.
- **Leadership:** Embracing, encouraging, and recognising effective leadership at all levels.
- **Continuous Improvement and Innovation:** Consistently finding better ways of delivering services and value.

Occupational Health and Safety

- Comply with all requirements of the OHS Management System and legislation.
- Work safely and not place at risk the health and safety of other workers or the public.
- Actively contribute to the hazard identification process.

Risk Management

- Understand and observe the Risk Management Policy, Framework and related procedures.
- Immediately notify their supervisor of any incidents, risks or recommendations for risk management of which they become aware.
- Report any illness, injury, hazard, damage to Council property or assets, near miss or incidents and losses as soon as they are detected to their supervisor.

Child Safety

- Ensure the behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe policy.

Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.

Accountability and Extent of Authority

- This position has broad freedom to act, restricted only by goals, legislation, Council policy and any directives from the General Manager Corporate. Decisions and actions taken may have substantial and lasting effect on the organisation and on the community.
- This position is responsible for the performance of the Department and plays a key role in the organisation. The incumbent is expected to apply initiative and innovative thinking to achieve organisational objectives.

Judgement and Decision Making

- This position involves high level problem solving, effective strategic planning and the identification and development of policy options.
- The incumbent must be a strategic thinker in addition to demonstrating sound judgement in a diverse range of difficult situations. Effective judgement is critical in making decisions that may have economic, political and social consequences.

Specialist Knowledge and Skills

- Well developed conceptual, analytical, strategic planning and project management skills.
- Highly developed community engagement skills and an understanding of the International Association of Public Participation engagement spectrum.
- Sound knowledge of Council services and functions.
- Understanding of Best Value principles and practices.
- Adaptability and flexibility in the face of changing circumstances.
- Ability to analyse complex problems and research available solutions.
- Demonstrated ability to introduce innovative work practices.
- Understanding of risk management principles.
- Understanding of the political, legal and socio-economic context in which the Council operates.
- Understanding of relevant legislation.

Management Skills

- Human resource management and organisational development skills.
- Performance management and performance development skills in leading a team of professional staff.
- Management skills to achieve organisational goals and objectives to minimise risk and to create and take advantage of opportunities.

Interpersonal Skills

- Ability to establish and maintain productive relationships with internal and external stakeholders, including other departments, community groups, customers and residents.
- High level negotiation skills in achieving optimal outcomes for Council.
- Ability to build constructive working relationships and to lead, motivate and development staff.

Terms and Conditions

The terms and conditions are in line with the *Victorian Local Authorities Award 2001* and the *Benalla Rural City Council Enterprise Agreement 2021*.

Signatures

Employee

Manager:

Name:

Name:

Signed:

Signed:

Date:

Date:

Position – Inherent physical requirements				
Summary – Effective and Efficient leadership and management of the Community Department to deliver agreed objectives and ensure a high performing and engaged team.				
<i>Physical Demands of the Role</i>				
Physical Demands of the Task and % of time allocated	NEVER 0%	OCCASIONAL 1-30%	FREQUENT 31%-60%	CONSTANT 61%-100%
Sitting			✓	
Driving		✓		
Standing		✓		
Walking		✓		
Steps / Stairs		✓		
Squatting		✓		
Kneeling		✓		
Looking Up		✓		
Looking Down		✓		
Bending Spine Forwards		✓		
Bending Spine Backwards		✓		
Working with hands above shoulder height		✓		
Reaching forwards or sideways		✓		
Gripping or Grabbing		✓		
Fine Hand Coordination		✓		
Lifting from Floor to Waist		✓		
Lifting at waist height		✓		
Lifting from waist to overhead		✓		
Carrying equipment e.g., tools, plants etc		✓		
Pushing		✓		
Pulling		✓		
Exerting force with one hand or one side of the body e.g. digging	✓			
Holding, Supporting or Straining	✓			
Adaptive Device(s) Available		Description of their use		
Ergonomic assessment of office workstation (For office based positions)		Minimise effects of long periods of sitting		
Ergonomic Chair (For office based positions)		Minimise effects of long periods of sitting		