

Position Description

Community Engagement and Impact Advisor

Position details

Group:	Community and City Services
Branch:	Community Development
Team:	Community Engagement and Impact
Reports to:	Manager, Community Engagement and Impact
Position No:	18150, 18632, C0116
Classification:	Class 5
Financial management	NIL
Direct reports:	NIL
Volunteers being supervised by this position:	NIL
Job Category:	Community Engagement

Our Vision and the Way we Work



Position Description

Community Engagement and Impact Advisor



The way we work is underpinned by our Values:

- **INTEGRITY** is being honest and reliable in all dealings with others and conducting activities professionally and ethically.
- **COURAGE** means to step out of our own comfort zone and accept responsibility for the consequences of our own actions.
- **ACCOUNTABILITY** means to take personal responsibility for decisions and actions to achieve agreed outcomes.
- **RESPECT** means to value the contribution and individuality of others and contribute to healthy working relationships.
- **EXCELLENCE** means we aim to achieve the highest standard and best possible result in everything we do.

Team context

Community Development

The Community Development branch drives the way City of Melbourne works with and for our communities.

We advocate for community voices to be heard and embedded across the organisation.

The branch sits within Community and City Services and comprises five teams:

- Community Engagement and Impact
- Community Inclusion and Grants
- Neighbourhoods
- Homelessness
- Strategy and Projects

Community Engagement and Impact

The Community Engagement and Impact Team supports the organisation to scope, plan, deliver and evaluate community engagement projects in line with the Community Engagement Policy.

We focus on delivering engagement that is meaningful, inclusive and accessible, maximising participation and ensuring community input informs Council decision-making.

Position Purpose

The Community Engagement and Impact Advisor is responsible for developing the systems and resources in consultation with the Manager, Community Engagement and Impact and Senior Advisors that enable the Team to provide consistent and effective advice to CoM project teams on community engagement, diversity and inclusion and other value areas. This will include working closely with the Policy and Capability Building Team to develop resources which will support the whole of organisation approach to embedding community development practice.

The Community Engagement and Impact Advisor will continue the implementation of existing community engagement practice, through providing advice to project teams across CoM within the existing Community Engagement Policy and Framework. The role will provide project support for the development of the new social value assessment and measurement framework and lead research and insight analysis of approaches which generate community value to inform these developments.

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Community Engagement and Impact Advisor



Key Accountabilities

- Work with Community Engagement and Impact Senior Advisors to provide support and advice to project teams across CoM on existing community engagement practice.
- In collaboration with the Community Engagement and Impact Team implement systems and structures to enable the Team to provide consistent and effective advice to CoM project teams, including updating and maintaining guidance tools, templates and other resources.
- Engage and build effective relationships with staff across CoM to support the operationalisation of requirements in the Community Engagement Policy, Inclusive Melbourne Strategy, Disability Action Plan, Family Violence Plan and Gender Equality Act.
- Apply the principles of the CoM Community Engagement Policy as well as the values of the Local Government Act 2020 and IAP2 to ensure the use of a range of techniques to achieve high quality community engagement outcomes.
- Track the outcomes of community value creation initiatives through collating and drawing insights from project reporting and evaluations.
- Provide project support for the development of the social value assessment and measurement framework and the tiered support model.
- Undertake research activities to identify and advise the Community Engagement and Impact Team on best practice approaches to creating and measuring value for community in a range of project areas.
- Champion the whole of organisation approach to community development at CoM by participating in internal working groups, presenting to staff in other branches and engaging through CoM digital platforms to promote and implement community development and partnership strategies.
- Perform other duties as required by the Manager, Community Engagement and Impact to deliver on the community development strategy.

Key Relationships

Internal	External
• CoM project teams • Community engagement internal partners	• Community Engagement Consultants • Key community stakeholders

Key Selection Criteria

All CoM employees will demonstrate an ability to articulate and demonstrate benefits of positive culture and values.

In addition, the position will require:

- Relevant tertiary qualification and/or demonstrated experience in public sector, community development, engagement or other similar discipline.
- Demonstrated experience and knowledge of the methodologies, principles and practice of community engagement or community development.
- Demonstrated experience working with diverse communities, which may include culturally and linguistically diverse communities, First Nations peoples, young people, LGBTIQ+, people with disability.
- Excellent relationship management skills, including the ability to work in a dynamic team environment and collaboratively across multidisciplinary groups.
- Demonstrated experience in project management, preferably including agile and human-centred design experience.
- Highly developed verbal and written communication skills, including the ability prepare briefing notes and presentations.
- Ability to conduct research, synthesise insights and provide advice specific to a project brief.

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- Ability to be flexible, adaptable and innovative within a changing environment.

Inherent Requirements

The reference to the Inherent Requirements for this position is **DM#19273628**.

Commitment to Child Safety

All CoM employees are required to hold a **valid Working with Children Check (WWCC)**.

The City of Melbourne is a child-safe organisation with zero tolerance for child abuse. All children and young people have the right to be and feel safe. We embed child safety into daily practice and require all employees, volunteers and contractors to understand, prevent, detect and report any concerns relating to child safety.