

POSITION DESCRIPTION

Position Title	Partners in Place Project Officer – Spaces for Life and Play
Position Code	7241
Directorate	Community & Infrastructure
Work Group	Community & Recreation
Position Classification	Band 5
Effective Date	July 2026

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

Coordinate and implement the Spaces for Life and Play initiative funded through VicHealth's Partners in Place program. The position is responsible for supporting place-based prevention initiatives that improve social connection, mental wellbeing and opportunities for physical activity for children and young people aged 0-25 years. Working collaboratively with Council staff, community organisations, government agencies and young people, the role will facilitate project delivery, partnership development, community engagement and youth participation activities. The position will contribute to embedding prevention, equity and place-based approaches into Council planning, programs and practice. The role will support sustainable project outcomes by strengthening partnerships, building community capacity, monitoring project impacts and contributing to improved health and wellbeing outcomes for children and young people, particularly those experiencing structural barriers to good health.

2. Working Relationships

Reports to	Community & Recreation Coordinator
Supervises	Nil

3. Key Responsibilities

3.1 Project Coordination and Delivery

- 3.1.1 Develop and coordinate implementation of the approved Project Work Plan.
- 3.1.2 Maintain project records, action plans and documentation.
- 3.1.3 Monitor project timelines, deliverables and funding requirements.
- 3.1.4 Assist with project budgeting, procurement and financial administration.
- 3.1.5 Identify and escalate project risks, issues and opportunities.

3.2 Community and Stakeholder Engagement

- 3.2.1 Develop and maintain effective relationships with project partners and stakeholders.
- 3.2.2 Facilitate workshops, meetings and consultations activities.
- 3.2.3 Support collaborative project planning and delivery.
- 3.2.4 Promote awareness of project activities and opportunities.

3.3 Youth Participation

- 3.3.1 Support meaningful participation of children and young people in project activities.
- 3.3.2 Facilitate engagement and co-design opportunities.
- 3.3.3 Promote inclusive, accessible and culturally safe engagement practices.
- 3.3.4 Assist in reducing barriers to participation.

3.4 Governance, Monitoring and Reporting

- 3.4.1 Collect, maintain and analyse project data, performance information and financial records.
- 3.4.2 Monitor project progress, expenditure, risks and compliance with funding agreements, Council policies and legislative requirements.
- 3.4.3 Prepare reports, briefings, funding updates, acquittals and evaluation documentation.
- 3.4.4 Contribute to project monitoring, evaluation, continuous improvement and knowledge-sharing activities.

3.5 Team Contribution

- 3.5.1** Work collaboratively across Council teams and partner organisations.
- 3.5.2** Participate in Communities of Practice, training and professional development and networking opportunities.
- 3.5.2** Contribute to a positive team culture.
- 3.5.3** Undertake other duties within the scope of the position.

3.6 Capacity Building

- 3.6.1** Build the capability of Council staff, partners and community stakeholders in prevention, health promotion and place-based practice.
- 3.6.2** Support knowledge sharing across Council directorates and external partner organisations.
- 3.6.3** Participate in VicHealth Communities of Practice and networking opportunities.
- 3.6.4** Document and share project learnings, resources and examples of effective practice locally and across Victoria.

4. Core Physical Requirements

- 4.1** Capacity to undertake office-based duties.
- 4.2** Ability to attend meetings, workshops and community events.
- 4.3** Occasional travel within the municipality.

5. Accountability and Extent of Authority

- 5.1** The position operates under general direction and is responsible for coordinating day-to-day project activities within established policies, procedures and funding requirements.
- 5.2** Effective administration and coordination of project activities.
- 5.3** Maintaining productive stakeholder relationships.
- 5.4** Accurate record keeping and reporting.
- 5.5** Compliance with relevant Council policies, funding agreements and legislative requirements.

5.6 Contributing to achievement of project outcomes and deliverables.

5.7 The position may provide recommendations relating to project implementation, community engagement and participation activities.

6. Judgement and Decision Making

6.1 Coordinate multiple project activities and priorities.

6.2 Identifying and respond to routine operational issues.

6.3 Support engagement and participation in activities.

6.4 Identify risks and recommend solutions.

6.5 Make recommendations to improve project delivery.

7. Knowledge and Skills

7.1 *Specialist Skills and Knowledge*

7.1.1 Understanding of community development, health promotion, recreation or place-based approaches.

7.1.2 Knowledge of community engagement and participation principles.

7.1.3 Ability to coordinate projects and monitor progress against objectives.

7.1.4 Experience maintaining project records, data and reporting systems.

7.2 *Management Skills*

7.2.1 Ability to manage competing priorities and deadlines.

7.2.2 Strong planning and organisational skills.

7.2.3 Sound administrative and record-keeping skills.

7.2.4 Ability to work independently and collaboratively.

7.3 *Interpersonal Skills*

7.3.1 Well-developed verbal and written communication skills.

7.3.2 Ability to build productive stakeholder relationships.

7.3.3 Experience facilitating meetings, workshops and engagement activities.

7.2.4 Commitment to respectful, inclusive and culturally safe practice.

8. Qualifications and Experience

8.1 Relevant qualification in Community Development, Health Promotion, Recreation, Social Sciences, Project Management or a related discipline; or

8.2 Lesser formal qualifications together with significant relevant experience.

8.3 Experience in project coordination, community engagement or community development.

8.4 Experience working with children and young people.

8.5 Experience preparing reports, grant documentation or evaluation reports.

8.6 Current Victorian Driver Licence.

8.7 Employee Working with Children Check.

8.8 National Police Check.

8.9 Commitment to Child Safe Standards.

8.10 Compliance with Council Occupational Health and Safety requirements.

8.11 Ability to work outside normal business hours when required.

8.12 Ability to undertake light manual handling associated with project activities.

9 Key Selection Criteria

9.1 Demonstrated experience coordinating projects, programs or community initiatives.

9.2 Ability to build and maintain effective relationships with community organisations, stakeholders and project partners.

9.3 Experience facilitating community engagement, consultation or participation activities.

9.4 Strong organisational, communication and administrative skills, including report writing.

9.5 Ability to work independently and collaboratively to achieve project outcomes.

9.6 Relevant qualifications and/or experience in community development, health promotion, recreation, project management or a related field.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
