

Position Description

Position Title:	Place Activation and Engagement Coordinator
Classification:	Level 6
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Office of the Chief Executive Officer
Location:	Administration Office
Date Reviewed	July 2021
Approved by:	Chief Executive Officer

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

To facilitate and deliver a high standard of community development initiatives in line with the Shire of Broome's Strategic Community Plan and achieve a range of outcomes to the broader community.

Position Key Responsibilities and Duties

Community and Place

- Coordinator the Place Activation and Engagement team to develop, implement, monitor and review the following Shire planning documents:
 - Youth Plan
 - Community Safety Plan
 - Disability Access and Inclusion Plan (DAIP)
 - 'Every Club Grant Scheme'
 - Reconciliation Plan
 - Town Beach Place Activation Plan
 - Chinatown Place Activation Plan
 - Arts and Culture Plan
- Review and update the Shire Community Engagement Framework.
- Facilitate an organisation-wide approach to community engagement.
- Utilise effective consultation and engagement techniques to achieve broad participation and inclusion in Shire initiatives.
- Establish and maintain partnerships with key state government agencies, not for profit organisations, businesses, peak bodies and external funding bodies.
- Identify, source and acquit funding and sponsorship opportunities for projects, programs and events related to this position.
- Develop and maintain annual budgets for the place activation and engagement team.
- Provide organisational leadership and advocacy for place activation and engagement.
- Prepare and collate formal reports for executive management, committees and Council meetings.
- Provide advice on place activation and engagement matters to internal stakeholders including Manager Engagement and Projects, Executive Management Group and Council to assist in defining strategic objectives and direction.
- Other duties as required and reasonable.

Interpersonal Skills

- Effective communication with all internal and external stakeholders.
- Strong negotiation skills.
- Self-motivation and initiative with a 'can do' attitude
- Ability to establish and maintain effective relationships, deal with and manage conflict and influence positive outcomes.

- Judgement and problem solving
- Ability to be a positive influence on the organisation
- Preparedness to be hands on if required
- Demonstrated energy and passion for service to a community

Organisational Responsibilities

Human Resource Management

- Provide leadership to and manage the development of staff according to both personnel and organisational requirements.
- Assess the team's competencies and ensure skill bases meet requirement for achieving strategic and service delivery plans.
- Ensure Annual Performance Reviews are completed on time and within the bounds of Shire Performance Review Policy.
- Oversee the recruitment and selection process in conjunction with management and Human Resources.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and Code of Practice.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.
- Not willfully place at risk the health or safety of any person in the workplace.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the Supervisor.

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Budget:

- Ensure the prudent management and achievement of adopted budgeted funds and associated project and strategic outcomes in agreement with the Manager Community Engagement and Projects.

Organisational:

- To develop and review policies and procedures.
- To review and update or implement system improvements
- Ensure reporting activities are provided to the Council and the Executive.

- Oversee and report on financial and costing reporting as required as part of the budgetary process.
- To contribute to the efficient and effective delivery of Council services.

Organisational Relationship/Context

Reports to:	Manager Community Engagement and Projects
Internal Contacts:	All staff as required, Various Project & Implementation Groups
Supervises:	Place Activation and Engagement Officers
External Contacts:	Councillors Business Owners Community Groups Not for Profit Agencies State and Federal Government Agencies Consultants Traditional Owners and Native Title Holders
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Completion of a degree in community development or a related discipline or an equivalent combination of substantial relevant contemporary experience and/or education/training.
- Contemporary industry knowledge and demonstrated experience in the development and implementation of place activation and engagement initiatives.
- Demonstrated experience in project management and strategy development; and the ability to operate within defined budgets and timeframes to meet operational and financial targets.
- Demonstrated ability to secure grant funding and sponsorships.
- Proven ability to produce and present creative and innovative concepts for initiatives to management and other stakeholders for decision making.
- Ability to develop and maintain effective networks and relationship across business, community and agencies to facilitate the realisation of identified initiatives

Qualifications and/or Training:

- A Degree, Diploma or qualifications in a relevant discipline; or an equivalent combination of substantial relevant contemporary experience and/or education/training.
- Current unrestricted 'C' class national driver's licence.
- Police Clearance – valid within last three months.

Desirable:

- Demonstrated ability to lead and work productively as a member of a team to achieve work targets and objectives effectively and efficiently.
- Ability to identify and facilitate the ongoing process improvement and streamlining.
- Ability to provide leadership and management of staff.