

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Manager Engagement and Partnerships</b>
<b>Position Number:</b>	<b>11102</b>
<b>Directorate:</b>	<b>Community Services</b>
<b>Reports to:</b>	<b>Director Community Services</b>
<b>Supervises:</b>	<b>Engagement Coordinator Community and Industry, Community Engagement Officers, Engagement Officer – Industry and Emergency Services and Club Development Officer</b>
<b>Department:</b>	<b>Engagement and Partnerships</b>

### 1. POSITION OVERVIEW

The Manager Engagement and Partnerships is responsible for the whole of organisation engagement activities between the City and the community and the development of a diverse range of community services, projects, programs and agreements.

This role will supervise relevant staff to progress strategies that enhance Council's activities primarily aligned with the City of Karratha Strategic Plan.

The position manages areas of Engagement, Partnerships, Emergency Services and Club Development.

#### 1.1 Position Objectives

- Contribute to the development of a high-performance organisational culture and uphold the values of the organisation through effective management of the Department
- In consultation with the Executive Management Group develop and implement an organisation Engagement Strategy and Framework.
- Liaise with all divisions of Council's operations on matters relevant to Community Engagement and Partnership principles, and policy and delivery.
- Provide accurate advice, strategic support and innovative solutions on community needs and issues to the Executive Management Team
- Build organisational and resource capability to meet community and partnership need
- Implement collaborative operational methods and working relationships, where the key stakeholders, including Council members, staff, general public, community groups and organisations are provided with specific advice and expertise on all relevant matters relating to Engagement and Partnerships.
- Uphold and promote the partnership principles contained within strategic agreement documents and plans.
- To provide advice to the Director Community Services in policy, development initiatives and projects relevant to areas of operation.
- Provide advice and facilitate ideas and new initiatives that contribute to sustainable community service practices.

## **2. DUTIES & RESPONSIBILITIES**

### **2.1 Management and Supervision**

- Provide leadership and support to all direct reports and staff to develop a culture of teamwork and ensure information flows effectively both within the department and across the organisation.
- Provide mentoring and guidance to individuals to support the application of their duties
- Facilitate and manage community partnerships, cooperation between groups, and the inclusion of a diverse range of people to enhance community capacity.
- Prepare, manage and oversee partnership agreements and MOU's with community organisations and industry where required.
- Complete annual performance reviews for relevant department staff and implement and monitor Individual Performance and Training Plans
- Influence outcomes by developing and maintaining effective networks with internal and external stakeholders including the development and maintenance of strategic partnerships
- Ensure that high quality and robust advice is provided to the Director Community Services on best practice in relation to Community Engagement and Partnerships
- Develop and implement policies and procedures relevant to the department
- Prepare Council Reports and other reports on relevant departmental issues and functions as required
- Represent Council on advisory committees, hearings and other functions/meetings as required

### **2.2 Engagement**

- Manage key stakeholder partnership agreements that align with Community Strategic Plan strategies and responses
- Manage the planning for, response to and recovery from emergency management events
- Manage all aspects of internal and external engagement including oversight of all engagement activities, methods, tools and platforms
- Liaise with community and government organisations and groups, promoting involvement, active participation and collaborative efforts to drive successful implementation of community and cultural services, programs and projects.
- Manage and prepare publicity and promotional material in partnership with the Marketing and Communications department.
- Other duties as required.

### **2.3 Financial Management**

- Provide leadership for the preparation of the Department's Budget, Service Plans, Corporate Plan and other documentation
- Responsible for financial management including the preparation, compilation and monitoring of annual and project budgets for all areas of the Department
- Implement financial management processes and deliver programs on time and on budget
- Manage and oversee the coordination and submission of project briefs, grant applications, funding processes and tenders (including the preparation of progress reports and acquittals as required)

## **2.4 Health & Safety**

Managers are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the WHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the WHS Management: Roles and Responsibilities.

## **3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

### **3.1 Authority and Accountability**

- Authority to make decisions in accordance with delegations issued under the Local Government Act
- Sound leadership skills, knowledge of human resource management practices including equal employment opportunity, award conditions, occupational health & safety and dispute procedures.
- Demonstrated ability to play an active role in communicating and promoting interactions which support the building of community capacity to initiate and implement services, projects and programs.

### **3.2 Judgement and Problem Solving**

- Ability to undertake objective critical analysis, distil core issues, present logical arguments and draw accurate conclusions.
- Capacity to anticipate and minimise risks.
- Ability to be innovative and open to providing creative solutions.

### **3.3 Specialist Knowledge and Skills**

- Demonstrated ability to play an active role in communicating and promoting interactions which support the building of community capacity to initiate and implement services, projects and programs.
- Knowledge of engagement methodologies such as IAP2.
- Demonstrated ability to transform strategic concepts into practical outcomes.

### **3.4 Management Skills**

- Highly developed knowledge, skills and experience (preferably in a local government environment) regarding management of community services, programs, projects and partnerships.
- Highly developed project management skills and experience with numerous stakeholders.
- Proven experience in managing medium size and diverse departments.

### **3.5 Interpersonal Skills**

- Highly developed interpersonal and negotiation skills to enable effective communication with stakeholders, multi-disciplinary teams and external consultants.
- Sound verbal and written communication skills (including report writing and presentations) with a high level of attention to detail and accuracy
- Highly developed time management skills and demonstrated experience to effectively manage multiple projects concurrently.

### **3.6 Qualifications and Experience**

- Tertiary qualification in social sciences, community development or similar discipline and demonstrated practical experience
- Extensive experience in dealing with sensitive community issues and producing positive outcomes
- Working knowledge of Work Health and Safety (General) Regulations
- Extensive and diverse experience in managing staff and contractors
- Extensive experience in contract negotiation and management
- Demonstrated experience in managing and meeting budget requirements and program objectives
- Current C class driver's licence
- National (or Federal) Police Certificate, no more than 6 months old.