

POSITION DESCRIPTION

Position Title:	Partnerships Officer
Position Number:	11054
Directorate:	Community Experience
Reports to:	Community Development and Partnerships Coordinator
Department:	Engagement and Partnerships
Agreement:	City of Karratha <i>Industrial Agreement 2023</i>
Classification:	Level 5

1. POSITION OVERVIEW

The Partnerships Officer will be responsible for the day-to-day administration of the City's major strategic partnerships. This role is responsible for maintaining strong, effective relationships with a broad range of stakeholders, driving agreed outcomes, providing timely and accurate reporting and managing multiple projects simultaneously.

1.1 Position Objectives

- To oversee the implementation and reporting of all aspects of the City's key partnership agreements and projects as they relate to partnerships.
- To manage high quality stakeholder engagement on behalf of the Coordinator and Manager through professional conduct and administrative outputs including but not limited to, managing meetings, minutes, agendas, reports, business updates, research and Council reporting.
- To identify issues and improve processes associated with the delivery of partnership programs, projects and reporting.

2. DUTIES & RESPONSIBILITIES

2.1 Stakeholder Relations

- Build and maintain strong working relationships with stakeholders related to the planning for, delivery and evaluation of partnership programs and projects.
- Assist with the maintenance of key stakeholder partnership agreements that align with the Strategic Community Plan strategies and responses.
- Prepare reports for the Coordinator and/or Manager as required, including but not limited to, Council reports, partnership and project status reports.

2.2 Administration & Finance

- Liaise with the City's Communications team to ensure the City's publicity and marketing is current and relevant.
- Lead all administrative tasks that include but are not limited to preparation of meeting agendas, minute taking and distribution, record keeping and report writing.
- Oversee the financial tracking and reporting in relation to partnership agreements and contractual obligations. This includes reporting expenditure and forecasting budgets.

2.3 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in *the WHS Management at the City of Karratha: Roles and Responsibilities*.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under general supervision of the Community Development and Partnerships Coordinator.
- Works in accordance with approved Council's policies, procedures and guidelines.

3.2 Judgement and Problem Solving

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instructions.
- 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.
- Willingness and ability to work with others to solve problems.

3.3 Specialist Knowledge and Skills

- Demonstrated ability to transform strategic concepts into practical outcomes.
- Highly developed 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 including demonstrated experience in effectively managing multiple projects concurrently.
- Demonstrated ability in contract management and document control.
- Experience in working across multiple departments or business functions to deliver organisational outcomes.

3.4 Interpersonal Skills

- Developed numeracy, written and verbal communication skills relevant to the work area.
- Ability to manage time effectively to ensure duties are carried out to the required standard. Ability to develop and improve relationships with the community, private and public sector.
- Ability to engage internally to arrive at a City position and to present that position in meetings and in written correspondence.
- Developed interpersonal and negotiation skills to enable effective communication with internal and external stakeholders.
- Willingness to play an active role in communicating and promoting interactions which support the building of capacity to initiate and implement projects and programs.

3.5 Qualifications and Experience

- Demonstrated practical experience with partnership, stakeholder, contract and project management
- Experience in monitoring, tracking and reporting on capital and operational budgets
- Experience in Local Government environment (desirable)
- Relevant tertiary qualification (desirable)
- Current C class driver's licence
- National (or Federal) Police Clearance no more than 6 months' old