

POSITION DESCRIPTION

Position Title:	Partnerships Support Officer
Position Number:	11043
Directorate:	Community Experience
Reports to:	Coordinator - Community Development and Partnerships
Department:	Engagement and Partnerships
Agreement:	City of Karratha <i>Enterprise Agreement 2023</i>
Classification:	Level 4

1. POSITION OVERVIEW

The Partnerships Support Officer will support the Coordinator - Community Development and Partnerships and Manager Engagement and Partnerships in maintaining the administration and reporting requirements of existing partnerships and agreements with industry and community partners, exploring opportunities for new partnerships and investigate funding streams that will provide funding for the effective implementation and delivery of community programs and services.

1.1 Position Objectives

- Support the Coordinator - Community Development and Partnerships to maintain and implement existing partnership agreements.
- Complete the administrative and reporting requirements of existing partnerships.
- Investigate the establishment of new partnerships with key local stakeholders and regionally invested parties.
- Research and submit business cases and funding applications for private and government funding streams.
- Support the Community Programs Team to deliver and support community engagement activities, initiatives and projects.
- Develop skills across relationship building and stakeholder management.
- Learn relevant governance, record keeping and financial management requirements for local government functions.

2. DUTIES & RESPONSIBILITIES

2.1 Customer Service and Stakeholder Relations

- Assist with the maintenance of key stakeholder partnership agreements that align with Strategic Community Plan strategies and responses.
- Prepare reports as required, including but not limited to, Council reports, partnership and project status reports and funding applications
- Investigate and research opportunities to build new relationships with potential partners.
- Identify and harness opportunities for leveraging government and private funding streams to assist in delivering organisational outcomes.
- Promote effective working relationships between Council and key stakeholders.
- Other duties as required.

2.2 Administration & Finance

- Assist with administrative tasks that include but are not limited to: creation and distribution of meeting agendas, minute taking and distribution, record keeping and report writing.
- Develop skills to prepare project plans, scoping documents, reports, relevant acquittals and business cases as required to outline the objectives and deliverables for key partnerships.
- Research external funding streams to support the development and effective implementation of community programs and services.

2.3 Strategic Policy and Planning

- Under the direction of the Coordinator - Community Development and Partnerships assist with the implementation of Council's strategic planning documents as related to partnership agreements.
- Participate in the development of policies and procedures pertaining to departmental responsibilities.
- Contribute to & support the development and implementation of the organisational strategic plan, operational plan and others as deemed appropriate.
- Provide effective support to the Coordinator in achieving the direction and objectives of partnership agreements.

2.4 Occupational Health & Safety

All 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 Coordinator - Community Development and Partnerships
- Works in accordance with approved Council's policies, procedures and guidelines

Judgement and Problem Solving

- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.

- 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.

3.2 Specialist Knowledge and Skills

- An understanding of the issues affecting Aboriginal and Torres Strait Islander peoples.
- Developed ability to explore and initiate new commercial opportunities to benefit the City of Karratha.
- 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.
- Basic sales, marketing and communication skills to identify and negotiate beneficial partnership arrangements for the community.

3.3 Interpersonal Skills

- Developed numeracy, written and verbal communication skills relevant to the work area
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Ability to facilitate and manage partnerships with the community, private and public sector.
- 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.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Demonstrated customer services skills.
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3.4 Qualifications and Experience

- Developed theoretical knowledge of partnership, stakeholder and contract management
- Current C class driver's licence
- National (or Federal) Police Clearance no more than 6 months' old