



POSITION DETAILS

Position Title

Community Engagement Officer

Position Number

10050

Classification Level

Level 5

Award/Agreement

PSGOGA

Division/Directorate

Office of Multicultural Interests

Branch/Section

Community Engagement and Funding

Physical Location

Perth

Effective Date

10/05/2018

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

16200 – Manager – Level 7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

This position contributes to the development and implementation of the community engagement model and operational plan for the Office of Multicultural Interests (OMI) to build the capacity of the Western Australian CaLD community. The Officer engages with CaLD communities, the public sector and the business sector to develop and implement strategies and programs aimed at achieving the full potential of multiculturalism.



ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Contributes to the development and implementation of OMI's Community Engagement model and operational plan in line with the Strategic Plan and the principles of participation, equity and promotion.
2. Contributes to the development and implementation of programs to facilitate a state-wide community engagement model through active and inclusive methodologies.
3. Engages with CaLD communities, the public sector and the business sector to develop and implement strategies and programs aimed at achieving equality for people of CaLD backgrounds.
4. Develops and maintains networks with key stakeholders to foster partnerships and enhance capacity building in local CaLD communities.
5. Contributes to the evaluation of Community Engagement programs, strategies and action plans and other OMI initiatives.
6. Maintains knowledge of trends and developments affecting multicultural interests in Western Australia.
7. Supports the operations of Community Engagement team's programs and initiatives.
8. Represents OMI, as directed, on working parties, committees and with key stakeholders.
9. Provides advice to the Manager, Community Engagement on issues emerging from the community and recommends policy or program development on matters concerning multiculturalism in Western Australia.
10. Liaises with the Promotions and Policy and Strategy staff to facilitate the provision of support, information and advice to other government agencies on local community engagement initiatives and projects.
11. Develops and implements project management plans and supports the delivery of special projects and initiatives to promote multiculturalism within the WA community and business sector.
12. Undertakes project evaluations and sponsorship reviews and reports on findings.
13. Undertakes other duties as requested by the Manager, Community Engagement or Executive Director.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants are expected to be available to work after hours and on weekends, as required.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

1. Well-developed conceptual and analytical skills with demonstrated experience in developing and implementing community engagement programs in line with organisational goals.
2. Demonstrated project management experience with the ability to respond positively to change and deliver outcomes that contribute to the success of the organisation.
3. Demonstrated ability to achieve objectives through effective community engagement and the ability to build sustainable partnerships with key internal and external stakeholders.
4. Exhibits a high commitment to personal integrity, accountability and professional ethos within the organisations value system and wider public sector.
5. Well-developed communication skills (written and oral) to effectively communicate with and influence a range of stakeholders to achieve positive outcomes.

Desirable

1. Completed or progress towards Tertiary qualifications in a relevant discipline.
2. Demonstrated knowledge and understanding of contemporary issues affecting multiculturalism in the community.



ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- A current (within six months) National Police Clearance Certificate will be required

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment eg. duties required to undertake the role

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

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Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: AM	Date: 17.05.2018