

POSITION DETAILS

Position Title

Director Community Engagement and Strategy

Position Number

13802

Classification Level

Level 8

Award/Agreement

Public Service Award 1992 /
Public Service and Government Officers General
Agreement 2017

Division/Directorate

Office of Multicultural Interests

Branch/Section

Community Engagement and Funding

Physical Location

140 William Street, Perth

Effective Date

20/08/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

13861 – Executive Director – Class 1

Positions reporting to this position

13838 - Team Leader Funding Programs – Level 6
13806 - Senior Community Engagement Officer – Level 6
Community Engagement Strategy Officer – Level 4

PURPOSE OF THE POSITION

The Director, Community Engagement and Strategy leads the development and implementation of the community engagement for the Office of the Multicultural Interests (OMI or the Office) to build the capacity of Western Australia's culturally and linguistically diverse (CaLD) communities.

The Director leads OMI's engagement strategy with CaLD communities, the public sector, not-for-profit sector and the business sector, to develop and implement strategies and programs aimed at achieving the full potential of multiculturalism.

The Director also leads the development, implementation, and review of grants and sponsorships delivered by the Office. The Director is responsible for ensuring that the community funding area delivers outcomes, engages and builds the capacity of CaLD communities, and promote the benefits 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

ROLE OF THE WORK UNIT

The role of the Office of Multicultural Interests is to assist the Minister for Citizenship and Multicultural Interests and the State Government to achieve the full potential of multiculturalism. This requires strategies that include the whole community including business and industry groups, government and non-government agencies, culturally diverse communities and the wider community.

The Office acts as an ‘enabler’—providing information, advice, funding, training and support and encouraging and facilitating partnerships and collaboration to achieve:

- A society that values, respects and maximises the benefits of its cultural, religious and linguistic diversity
- The development of organisations whose policies, programs and services are accessible and responsive to the needs of our diverse community
- Strong communities whose members foster and share their diverse cultures and actively participate in all aspects of Western Australian life.

The objectives of the Office are to

- Strengthen the capacity of culturally diverse communities
- Support the development of culturally inclusive policies, programs and services
- Facilitate full participation by culturally diverse communities in social, economic, cultural and civic activities.
- Develop intercultural understanding and promote the benefits of our State’s cultural and linguistic diversity.

Positions within this division are responsible for the delivery of programs, services and projects that provide information, advice, services, funding and activity coordination that address these objectives.

Through well-developed processes, knowledge management and information delivery methodologies, research, risk analysis, robust project management as well as strong facilitation and collaboration competencies these staff will contribute to the achievement of improved collaboration between government agencies, not-for-profit organisations and local governments in the delivery of a wide range of community services at the local level.

DUTIES OF THE POSITION

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

1. Community Engagement and Development

- 1.1 Develop and implement the Office's community engagement and community development approaches and the Community Engagement and Funding team's operational plan, ensuring they are aligned to the Strategic Plan and the principles of participation, capacity building, equity and promotion.
- 1.2 Lead the development, implementation and evaluation of programs to facilitate a state-wide community engagement and development approach through current, active and inclusive methodologies.
- 1.3 Lead team engagement with CaLD communities, the public, not-for-profit and the business sector to develop and implement strategies and programs that are outcomes focused and aimed at achieving equity for people of CaLD backgrounds. Facilitate partnerships and collaboration between culturally diverse communities, local and State Government and non-government agencies to address community needs.
- 1.4 Develop and maintain networks with key stakeholders to foster partnerships and enhance capacity building in CaLD communities.
- 1.5 Provide information and advice to other government agencies and local governments on community engagement and development initiatives and projects.
- 1.6 Represent the Office at CaLD community events and stakeholder meetings.

2. Grants and Sponsorship

- 2.1 Lead the grants and sponsorship area within the Office to develop robust grants and sponsorship models which are effective, efficient and aligned to and adhere to State Government funding policies and procedures.
- 2.2 Manage the funding delivery and acquittal process to ensure compliance with governance and probity requirements.
- 2.3 Manage the annual grant and sponsorship programs to support current community needs and strategic government objectives.
- 2.4 Develop, support and fund initiatives to increase intercultural interaction and awareness, promote social cohesion and full civic participation by CaLD community members.

3. Planning and Strategy

- 3.1 Identify and monitor emerging trends in multiculturalism and related community issues and advise and provide recommendations to the Executive Director on gaps in policy and practice.
- 3.2 Liaise with other senior managers to develop and effectively execute the Office's strategic and operational plans, and ensure integration across policy and planning, community engagement, funding and community relations teams.
- 3.3 Support the Executive Director to strategically engage with key representatives at all tiers of government and across portfolio agencies to leverage opportunities and maximise outcomes for CaLD communities and government investment.
- 3.4 Contribute and where necessary lead, discussions on system level improvements to CaLD community service coordination, design and delivery.
- 3.5 Maintain knowledge of current community engagement and development practice and theory, social impact and outcomes measurement methodology and consider its application within the Office's work.
- 3.6 Provide high level strategic advice to the Executive Director on community engagement development and funding issues.
- 3.7 Develop outcomes and evaluation frameworks to apply to funding programs and monitor the impact of these programs.

4. Management

- 4.1 Direct and lead the Community Engagement and Funding Branch to develop and deliver on the operational plan that addresses strategic plan objectives.
- 4.2 Direct and develop the people and resources allocated to the Community Engagement and Funding Branch to comply with budget and legislative constraints, monitoring outputs and performance against the operational and strategic plan objectives.
- 4.3 Support the Executive Director through purposeful and productive engagement with CaLD communities, individuals, government agencies and non-government organisations and manage issues as required and directed by the Executive Director.

5. Other

- 5.1 Prepare ministerial correspondence (including briefing notes, speeches) as required.
- 5.2 Undertake other duties as requested by the Director General 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 should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

1. Role specific requirements

- Demonstrated experience in working effectively with culturally and linguistically diverse communities or organisations.

2. Shapes and manages strategy

- Translates strategy into operational goals and creates a shared sense of purpose within the business unit.
- Considers the ramifications of a wide range of issues, analyses trends, anticipates priorities and develops long-term plans for own work area.
- Maintains an awareness of the organisation, looks for recent developments that may impact on own business area and finds out about best practice approaches.

2. Achieves Results

- Evaluates ongoing project performance and identifies critical success factors. Instigates continuous improvement activities.
- Establishes clear plans and timeframes for project implementation and outlines specific activities.
- Builds teams with complementary skills and allocates resources in a manner that delivers results.

3. Builds Productive Relationships

- Recognises shared agendas and works toward mutually beneficial outcomes.
- Fosters teamwork and rewards cooperative and collaborative behaviour.
- Recognises the positive benefits that can be gained from diversity and encourages the exploration of diverse views.

4. Exemplifies Personal Integrity and Self-Awareness

- Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Challenges important issues constructively, stands by own position and supports others when required.
- Shows initiative and proactively steps in and does what is required.

5. Communicates and Influences Effectively

- Translates information for others, focusing on key points and using appropriate unambiguous language. This section outlines the results and outcomes required of an individual in this position.
- Checks own understanding of others' comments and does not allow misunderstandings to linger.
- Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.
- Provides clear and succinct written and verbal advice to Executive management and the Minister's Office as required.
- Understands conflicting view points, and effectively negotiates and influences to an agreed outcome.

Desirable

1. Tertiary qualifications in a relevant discipline including, but not limited to, community development, community engagement, community psychology, management or policy, or an equivalent level of relevant work experience.
2. Demonstrated knowledge and understanding of contemporary issues affecting multiculturalism.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- To be eligible to apply for appointment to permanent positions in the Western Australian Public Sector, you must be an Australian citizen or have permanent resident status in Australia. For temporary (fixed term or casual) positions, you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.
- The role entails after-hours and weekend work.
- Some interstate travel may 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

CERTIFICATION

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

.....
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.

.....
Employee Signature

Date (DD/MM/YYYY)

REGISTERED

DEPARTMENT OF LOCAL
GOVERNMENT, SPORT AND CULTURAL
INDUSTRIES

Initials: RF

Date: 20.08.2019