



## POSITION DETAILS

**Position Title**

Community Engagement and Strategy Officer

**Position Number**

14280

**Classification Level**

Level 4

**Award/Agreement**

PSGOCSAGA

**Division/Directorate**

Office of Multicultural Interests

**Branch/Section**

Community Engagement and Funding

**Physical Location**

140 William Street, Perth

**Effective Date**

5/07/2018

**Employment Type**

Fixed-Term

Full time

## REPORTING RELATIONSHIPS

**Position reports to**

13802 – Director of Community Engagement and Strategy – Level 8

**Positions reporting to this position**

Nil

## PURPOSE OF THE POSITION

The position contributes to the development and implementation of the community engagement model and operational plan for the Office to build the capacity of the Western Australian CaLD community. The Officer support CaLD communities, the public sector and the business sector to develop 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

**Enlivened and successful  
communities and economy**

### VISION

**To facilitate lively communities and  
economy and the offering of outstanding  
and inclusive sporting and cultural  
experiences**

### VALUES

**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. Supports the development and implementation of the Office's Community Engagement model and operation plan in line with the Strategic Plan.
2. Liaise with CaLD communities, public sector and business sector to develop and implement strategies and programs aimed at achieving equality for people of CaLD backgrounds.
3. Develops and maintains networks with key stakeholders to foster partnerships and enhance capacity building in local CaLD communities.
4. Supports the evaluation of community engagement programs and strategies.
5. Supports the operations of the Community Engagement and Funding Teams programs and initiatives.
6. Represents the Office as directed at CaLD community events and stakeholder meetings.
7. Liaise with Community Engagement and Funding staff to facilitate the provision of support, information and advice to other government agencies on community engagement initiatives and projects.
8. Monitor and report emerging trends in multiculturalism and related community issues.
9. Coordinates and supports project management plans that promote multiculturalism within Western Australia community and business sector.
10. Undertakes project evaluations and reports on findings.
11. Undertakes administrative activities to support the branch.
12. Prepare ministerial correspondence (including briefing notes, speeches) as required.
13. Undertake other duties as requested by the Director Community Engagement and Strategy.

## 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

Essential Pre-employment requirements: e.g. qualifications, licences

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 within the culturally and linguistically diverse and multicultural sectors.
- Demonstrated knowledge and understanding of contemporary issues affecting CaLD communities.

### **2. Shapes and Manages Strategy**

- Understand and incorporate strategic direction into operational goals. Considers the impact of a wide range of issues, analyses trends, anticipates priorities 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.
- Establishes clear plans and timeframes for project implementation.
- Takes responsibility for managing projects to achieve results.

### **3. Builds Productive Relationships**

- Recognises shared agendas and works toward mutually beneficial outcomes.
- Contributes to a positive team culture and demonstrates cooperative and collaborative behaviour.
- Recognises the positive benefits of diversity and encourages the exploration of diverse views.

### **4. Exemplifies Personal Integrity and Self-Awareness**

- Acts professionally and impartially at all times and within the boundaries of organisational processes and legal and public policy constraints.
- Challenges important issues constructively and 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**

- Communicates and adapts information clearly, focusing on key points and using appropriate language.
- Encourages debate and identifies common ground to develop mutually beneficial solutions.
- Provides clear and succinct written and verbal advice to Executive management and the Minister's Office as required.
- Understand conflicting view points, 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. Effective networks within CaLD communities.

## **ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS**

### **Special Conditions**

- A current (within six months) National Police Clearance 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.*

.....

**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)