# Job Description Form – Senior Community Engagement Officer

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| **Position number:** | 13806 | **Classification:** | Level 6 |
| **Division:** | Office of Multicultural Interests | **Branch/section:** | Community Engagement and Strategy |
| **Reports to:** | 13802 – Director Community Engagement and Strategy | **Direct reports:** | Nil |

## About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | RespectableAccountableResponsiveOpen-mindedIntegrity |

## Context

The Office of Multicultural Interests works to achieve the full potential of multiculturalism in Western Australia. This requires strategies that encompass the whole community, including business and industry groups, government and non-government agencies, culturally diverse communities and the wider community. It works with these communities to support and promote equity and accessibility.

## Position purpose

This position provides leadership and high-level support to the operations of Community Engagement Team’s programs and initiatives. The Officer contributes to the planning, development and implementation of the Office’s Community Engagement Framework and operational plan to build capacity of the Western Australian CaLD community. The position engages with CaLD communities, the public sector, not for profit and the business sector, to develop and implement strategies and programs aimed at achieving the full potential of multiculturalism.

## Responsibilities

1. Initiates, leads and manages activities within the Community Engagement Team with responsibility for all assigned resources and agreed deliverables.
2. Contributes to the planning, development and implementation of the Office’s Community Engagement Framework and operational plan in line with the OMI Strategic Plan.
3. Coordinates and implements programs to facilitate a state-wide community engagement approach through active and inclusive methodologies.
4. Engages with CaLD communities, the public sector, not for profit and the business sector to develop and implement strategies and programs aimed at achieving equity for people of CaLD backgrounds.
5. Evaluates and provides recommendations on Community Engagement programs, strategies, action plans and other OMI initiatives.
6. Develops and maintains effective networks with key stakeholders that foster partnerships and enhance capacity building in local CaLD communities.
7. Maintains knowledge and provides advice on trends and developments affecting multicultural interests in Western Australia.
8. Represents the Office as directed on working groups, committees and with key stakeholders.
9. Provides high level advice to the Director Community Engagement and Strategy and OMI staff on issues emerging from the community and recommends policy or program development on matters concerning multiculturalism in Western Australia.
10. Deliver presentations, prepares speeches, briefing notes and other materials as required.
11. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
12. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

1. Comprehensive understanding of the contemporary issues affecting culturally and linguistically diverse (CaLD) communities.
2. Demonstrated experience in building genuine and effective relationships with diverse CaLD communities and within the public sector environment.
3. Proven project management experience with the ability to coordinate a range of initiatives and stakeholders, contributing to the objectives of the organisation.
4. Understanding of legislation and policies relating to multiculturalism, including government and community led programs impacting the sector.
5. Well-developed conceptual and analytical skills with demonstrated experience in implementing engagement plans and framework.
6. Strong communication, negotiation and facilitation skills that adapt to the needs of the stakeholder to deliver combined outcomes.

### Desirable

1. Completed or progress towards tertiary qualifications in a relevant discipline.
2. Extensive relationships and networks in the CaLD sector.

## Special conditions

Working outside of business hours may be required.

Ability and willingness to undertake travel within the Perth Metropolitan and regional Western Australia for business needs.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100 Point Identification Check prior to commencement.

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| Registration date | 24 July 2024 |