# Job Description Form – Community Engagement Officer

|  |  |  |  |
| --- | --- | --- | --- |
| **Position number:** | 16371 | **Classification:** | Level 5 |
| **Division:** | Office of Multicultural Interests | **Branch/section:** | Community Engagement and Strategy  |
| **Reports to:** | 13802 - Director Community Engagement and Strategy L8 | **Direct reports:** | Nil |

## About the Department

|  |  |  |
| --- | --- | --- |
| 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 contributes to the development and implementation of the Office of Multicultural Interests’ (OMI) Community Engagement Strategy, along with programs and initiatives outlined in the annual operational plan community engagement model and operational plan for the Office of Multicultural Interests (OMI) to build the capacity of the Western Australian culturally and linguistically diverse (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.

## Responsibilities

1. Assists with the development and implementation of Office’s Community Engagement Framework and operational plan in line with the OMI Strategic Plan.
2. 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.
3. Develops and maintains networks with key stakeholders to foster partnerships and enhance capacity building in local CaLD communities.
4. Assists with developing and implementing project management plans and supports the delivery of special projects and initiatives to promote multiculturalism within the WA community.
5. Contributes to the evaluation of Community Engagement programs, strategies and action plans and other OMI initiatives.
6. Maintains knowledge and assists with advising on trends and developments affecting multicultural interests in Western Australia.
7. Provides advice and liaises with OMI staff on issues emerging from the community and recommends policy or program development on matters concerning multiculturalism in Western Australia.
8. Deliver presentations, assists with the preparation of briefing notes and other materials as required.
9. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
10. 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. Understanding of the contemporary issues affecting culturally and linguistically diverse (CaLD) communities.
2. Demonstrated experience in working effectively with CaLD communities and organisations.
3. Demonstrated conceptual and analytical skills with experience in developing and implementing community engagement programs in line with organisational goals.
4. Proven project management experience with the ability to coordinate a range of initiatives and stakeholders, contributing to the objectives of the organisation.
5. Effective 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. Well-developed 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.

|  |  |
| --- | --- |
| Registration date | 26 July 2024  |