

POSITION DESCRIPTION

COMMUNITY ENGAGEMENT OFFICER

POSITION No:	9650	UNIT:	Economic Development, Engagement and Strategy
EMPLOYMENT STATUS:	Full Time	LOCATION:	Town Hall
DIVISION:	Community Life	CLASSIFICATION:	MO Level 3

OBJECTIVES

MISSION STATEMENT

Working together to make Hobart a better place for the community.

DIVISION OBJECTIVE

The principal objective of the Community Life Division is to deliver programs, services and activities focused on driving community engagement and participation, enhancing the vibrancy of the City of Hobart through activation, tourism and events, and addressing social inclusion, health and wellbeing, cohesion, resilience, disadvantage and inequality. The Division plays a visible and dynamic role in Hobart's economic and cultural development, and provides strategic, policy and communications support across the organisation.

POSITION OBJECTIVE

The role will deliver high quality community engagement and stakeholder management on projects across the organisation based on IAP2 and place making principles in conjunction with the Senior Advisor Community Engagement and other community engagement officers.

KEY FUNCTIONS AND RESPONSIBILITIES

- Participate on a broad range of project teams and provide qualified advice to project managers to plan, implement and evaluate quality community engagement and stakeholder management practices.
- Support community and stakeholder engagement for a broad range of projects, encourage that community engagement is delivered consistently and to a high level across the organisation.
- Provide a public face for the City of Hobart in maintaining relationships with the community through attendance at community engagement activities, networking meetings and relevant events.
- Analyse data and interpret results of community engagement activities to produce high level reports and documents that can be provided to Council and external stakeholders.
- Develop high quality written communications including the development of community engagement plans, e-newsletters, surveys and project information.
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City of **HOBART**

- Work closely with the Communications and Marketing team to develop appropriate communications tools to promote quality engagement.
- Develop and maintain content for the City's *Your Say Hobart* website.
- Provide support to the Senior Advisor Community Engagement to undertake a range of administrative and operational tasks relating to the delivery of community engagement.

Work Health & Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

REPORTING RELATIONSHIPS

1. INTERNAL

The Community Engagement Officer reports to the Senior Community Engagement Advisor. The role will liaise with the Director Community Life, Manager Economic Development, Engagement and Strategy, Community Engagement Officers and staff across all Divisions of Council.

2. EXTERNAL

The role will liaise with City of Hobart residents and ratepayers, business industry and community groups; visitors and tourists; and the broader Tasmanian public.

SELECTION CRITERIA

1. Degree or Diploma in Project Management or Communications along with relevant experience in line with the position requirements.
2. Solid experience in stakeholder engagement and demonstrated project management capability.
3. Demonstrated written and verbal communications skills including the ability to prepare detailed reports and negotiate effectively to achieve desired outcomes.
4. Proven problem solving abilities and the ability to work autonomously.
5. Effective time management skills and the ability to work under pressure.
6. Well-developed sense of political acumen and demonstrated understanding of working within a political environment.
7. Current Drivers Licence, Police Check and Working with Vulnerable People Check.

Desirable

- Experience and knowledge in the range of methodologies that can be utilised in contemporary place making and community engagement practice with experience in IAP2 methodology being highly regarded.