

POSITION DESCRIPTION

PROJECT AND EXECUTIVE SUPPORT OFFICER – COMMUNITY LIFE

POSITION DETAILS

POSITION No:	9577	UNIT:	Community Life
EMPLOYMENT STATUS:	Full Time	LOCATION:	Council Centre
DIVISION:	Community Life	CLASSIFICATION:	MO Level 3

OBJECTIVES

MISSION STATEMENT

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

DIVISION OBJECTIVE

The principle 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

To support and enhance the delivery of high quality projects and programs and excellent customer service within the Community Life Division and across the City of Hobart, through high level executive administrative and project outcomes, to further the achievement of strategic, operational and organisational goals.

KEY FUNCTIONS AND RESPONSIBILITIES

- Provide high level administrative and secretariat and project services to support the implementation of programs, services, activities and major projects delivered by the Community Life Division, including those relating to external stakeholders.
- Coordinate multiple complex activities, as well as undertaking in-depth research and analysis projects and assist with the review of policy and strategy.
- Preparation of high level reports, correspondence, papers, minutes and submissions as required.
- Provide support to the Executive Officer by assisting with the Division's strategic and corporate inputs and coordinating reports for the Council and committees.
- Deliver a program of communications for the Division, including newsletters, memos, communiques, events, briefings, and updating the Council's intranet and general dissemination of information.
- Coordinate and facilitate the Council's Volunteer Management System in liaison with the Volunteer Program Coordinators and the Manager People and Capability.



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- Overseeing Council's policies and procedures for Volunteers, and ensuring that volunteers meet appropriate Workplace Health & Safety (WH&S) requirements.
- Deliver excellent, timely customer service as part of a team, appropriately managing and addressing requests and enquiries from members of the community and colleagues.
- Contribute to the strategic direction and continuous improvement of the Administration Unit, and assist in meeting and adapting to the strategic objectives and administrative needs of the Division.

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 Project and Executive Support Officer reports to the Executive Officer Community Life. The role will liaise with the Volunteer Program Coordinators, Manager People and Capability, Elected Members and broadly across Council.

2. EXTERNAL

Clients of the Community Life Division, including outside organisations, government agencies, contractors, suppliers, key stakeholders, government agencies and ratepayers.

SELECTION CRITERIA

1. Diploma in Business or Project Management coupled with demonstrated practical and relevant experience or completion of a Certificate level qualification with significant practical and relevant experience in a similar role.
2. Proven ability to research and prepare well written and succinct policy documents, procedures, business and project plans and other high level documentation.
3. Proven abilities in business and project planning and management.
4. Strong interpersonal skills, including time management; problem solving; dealing with challenging situations; capacity to adjust to short-term change; and verbal communication skills that enable effective interaction with Council stakeholders.
5. Demonstrated ability to adapt daily work to changing priorities.
6. A Police check and Working with Vulnerable People registration.



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