

### Position Description

<b>Title:</b>	<i>Your Community, Country &amp; Council</i> (YCCC) Project Lead
<b>Work Location:</b>	Office premises in Melbourne CBD. (Remote working arrangements are currently in place and, by reasonable agreement may be continued on a part-time basis.)
<b>Employment Type:</b>	0.4 FTE (2 days per week) 12 month fixed term contract tied to Victorian Government funding  Some work is required outside normal working hours – the VLGA has a time off in lieu policy.
<b>Salary:</b>	\$75,000 per annum (pro rata) plus SGC superannuation (Currently 10%)
<b>Commencement:</b>	2 August 2021 or as negotiated

#### Position objectives:

- Support, and lead as appropriate, the VLGA's project, *Your Community, Country & Council* including project design, evaluation, stakeholder consultation, facilitation and acquittal.
- Evaluate the VLGA's 2020 YCCC project through outreach and consultation with relevant stakeholders, participants and Steering Committee.
- Develop and deliver content that supports the participation of First Nations Victorians in local government, through employment or candidacy.
- Develop and maintain meaningful and productive working relationships with relevant stakeholder and community groups, established and emerging leaders, Elders and councillors.
- Work independently when required, and contribute effectively in a small, high-performing organisation.

The appointee will be required to demonstrate their strong connection to First Nations communities.

It is a prerequisite for this role to undertake travel with some overnight stays.

#### About the VLGA

The VLGA is an independent governance organisation supporting councils and councillors. We provide opportunities for councillor networking, professional development and information exchange and we actively engage with key policymakers and broader stakeholders to inform, influence and lead the conversations that determine the priorities for the local government sector in Victoria and support good governance at the local level.

The value proposition of the VLGA is as follows:

Our overriding value is to strengthen and support good governance in local government that will enable, promote and facilitate trust and confidence in the sector.

We create value in the following ways:

- We marshal thought leadership for the sector across a wide variety of topics;
- We present high calibre panels of professionals, agency leaders and senior bureaucrats and Ministers in areas relevant to the sector;
- We facilitate highly relevant discussions on complex issues which are readily accessible to all;
- We are agile and adapt our service offering to meet the needs of our member organisations;
- We advocate and represent the position of local government to other levels of government;
- We are engaged (and sought after) as a peak body - the independent local government governance organisation - to participate in forums, think tanks, advisory committees convened by government, academic institutions and other lead agencies;
- We provide resources, information, professional development and education and undertake projects and events that support good governance and leadership;
- We deliver funded programs which meet the strategic priorities of the government of the day;
- We advocate for participation in local democracy that is inclusive and represents the diversity of the community and deliver programs that build the capacity of candidates and councillors.

### Organisational Relationships

<b>Reports to:</b>	Chief of Staff
<b>Supervises/Manages:</b>	Not applicable
<b>Internal Liaisons:</b>	VLGA CEO, staff and board members
<b>External Liaisons:</b>	VLGA local government members & non-members including mayors, councillors and officers, Victorian Aboriginal organisations and leaders.

### Description

The position will drive the development and implementation of VLGA's 'Your Community, Country and Council' project in line with the Victorian Government's 2021/22 funding commitment. Continued employment beyond the 2021/22 funded position is contingent on further funding being received for 2022-2024. The position will support the VLGA's commitment to reconciliation and encouraging participation of Aboriginal Victorians in local government elections.

The position will provide advice to the VLGA on strategies and programs for local governments and communities to advance the representation of First Nations people in local government and community leadership roles.

The position will report to the Chief of Staff according to the priorities and broad directions set by the VLGA Board and through the Strategic Plan 2018-2022.

The position will rely on a 'field' model to engage with metro, rural and regional First Nations people and local governments in Victoria, working closely with a number of key stakeholders.

It is essential that this project is delivered for and by Aboriginal Victorians to enable self-determination, meet community priorities and adequately address barriers to participation. Demonstrated connections and relationships with Aboriginal communities and organisations are a prerequisite of this position. First Nations candidates are strongly encouraged to apply and will receive favourable consideration.

The ideal candidate for this role will also be a self-starter, with office administration and project management expertise, situational ability to manage relationships and build rapport.

## **Key Competencies**

### **Specialist Knowledge and Skills**

- Understanding of local government and community engagement principles (demonstrated experience working in local government, public sector and/or in a community engagement role is highly desirable)
- Demonstrated ability to communicate with internal and external stakeholders on key issues using a variety of media (in collaboration with the Communications Advisor)
- Demonstrated ability to design, manage and deliver projects
- Demonstrated research and analytical skills
- Working knowledge of the Microsoft suite of programs, web-based and social networking programs.
- Current driver's license (use of personal vehicle will be reimbursed according to ATO requirements)

### **Key Responsibilities and Accountabilities**

#### **Partnerships and Strategic Alliances**

- Develop appropriate contact, partnerships and strategic alliances with external bodies, including state government, non-government organisations, educational institutions and community groups
- Develop and implement a 2021-22 campaign; develop a 2022-24 project plan
- Engage with member councils and their communities to encourage participation in 2021-22 campaign and build support for 2022-24 campaign
- Establish the YCCC Steering Committee and maintain engagement and rapport with committee members.

#### **Funding**

- Acquit the funding provided for this position as per state government requirements
- Draft a compelling funding proposal/project plan for 2022-24 funding.

#### **Communications and Profile**

- Develop and implement (in collaboration with Communications Advisor and/or Inclusion & Diversity Lead) a communications strategy as part of project plan.
- Identify opportunities for VLGA contribution to calls for submissions, research, media or appearances on issues relevant to the YCCC project objectives.

#### **Events and Forums**

- Plan, manage and evaluate events (interest-building event, knowledge-building event) as part of the YCCC project deliverables
- Contribute to the planning and management of VLGA events where relevant.

Other duties as reasonably required.