



## Position Description

<b>Title:</b>	Gambling Policy Lead
<b>Work Location:</b>	tbc
<b>Employment Type:</b>	1 FTE (fixed term contract tied to VRGF funding project to 30 June 2023) Some work is required outside normal working hours – the VLGA has a time off in lieu policy The VLGA may consider offering this role on a part time or job share basis.
<b>Salary:</b>	\$90,000 per annum (FTE) plus SGC superannuation (currently 9.5%)

### About Us

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/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 caliber 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;

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- 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.

### **Position objectives**

The Gambling Policy Lead is responsible for the successful delivery of the *Building Council and Community Capacity* components of the VLGA gambling harm prevention project, in accordance with a funding agreement with the Victorian Responsible Gambling Foundation (VRGF).

The Gambling Policy Lead works with

- Victorian councillors and council staff to improve policies, and initiate activities, that will prevent harm from gambling in local communities and support councillors to become champions in gambling harm prevention; and
- Victorian communities and councils impacted by EGM applications.

The role will deliver support, advice and leadership to elected councillors, council staff and impacted communities as well as working directly with community members to build their capacity to respond effectively.

The role also involves encouraging and facilitating community participation in EGM application processes; research, analysis and writing tasks relating to responding to applications and provision of support and secretariat to the Local Government Working Group on Gambling. It also involves encouraging and facilitating communities of interest in gambling harm prevention across the local government sector; high level stakeholder engagement and planning for the successful delivery of the Local Government Working Group on Gambling.

Central to this position is a high level of energy, skill and experience in engaging with a range of stakeholders.



## **Organisational relationships**

<b>Reports to:</b>	VLGA Chief of Staff
<b>Supervises/Manages:</b>	Casual staff and contractors from time to time
<b>Internal Liaisons:</b>	VLGA staff and board members
<b>External Liaisons:</b>	VLGA members and stakeholders, particularly councillors interested in gambling harm prevention and council officers and members of the Local Government Working Group on Gambling  Partners and stakeholders in government, the community sector and the Victorian Responsible Gambling Foundation  Community members and community organisations  Partners and stakeholders

## **Key accountability areas**

- Key responsibility for
  - delivery of expert advice and support to councillors interested in implementing policies and activities to prevent harm from gambling
  - mobilising community members and organisations to engage and participate in EGM planning and licensing application processes
- Facilitating an increase in local government initiatives and activities to reduce harm from gambling, including leadership in Victorian communities at a range of high-level stakeholder forums
- High level coordination and support to the Local Government Working Group on Gambling, including support to the Chair
- Provide advice on VLGA operations to the CEO
- Seek opportunities for partnership and funding on projects of mutual benefit
- Provide regular updates to the VLGA Board through the CEO on key initiatives and projects
- Undertake reporting back to the Victorian Responsible Gambling Foundation for the project and ensure that all project deliverables are met
- Other related duties as reasonably required.

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## Key competencies

### Specialist knowledge and skills

- Knowledge and expertise in gambling harm prevention
- Skills in engaging with elected representatives and/ or high-level stakeholders on health or social justice issues
- Understanding of policy, land-use planning and other approvals and licencing processes associated with establishment and variation of activities associated with gambling venues.
- Demonstrated ability to navigate complex processes and participate and facilitate partnerships with a broad range of stakeholders
- Demonstrated skills in engaging with communities on issues pertinent to the role
- Ability to communicate with internal and external stakeholders on key issues using a variety of media
- Research, analytical and writing skills in social policy or a related field
- Ability to manage competing priorities
- Working knowledge of the Microsoft suite of programs, web-based and social networking programs.

### Interpersonal and management skills

- **Communication skills:** a demonstrated capacity to liaise effectively at all levels; relate well to all kinds of people; listen to and assimilate information from others; and present written information in a manner appropriate to purpose and audience.
- **Planning and organisation skills:** the ability to prioritise and organise own workload methodically and efficiently, plan and track progress on work tasks, manage multiple tasks, pay attention to detail and accuracy.
- **Teamwork:** co-operate well and work well with others in the pursuit of team goals, share information, support others, show consideration, concern and respect for others' ideas and input.
- **Initiative:** be proactive and self-starting, seize opportunities and act upon them, originate action and actively influence events.
- **Flexibility:** be adaptable, receptive to new ideas, respond and adjust easily to changing work demands and circumstances.
- High level competence in complex problem solving and decision making
- Ability to represent the VLGA in a professional manner when dealing with a diverse range of external contacts.



### **Experience**

- Bachelors or Post-graduate qualifications in health, land use planning, social or political sciences or a related field; and / or
- 5+ years' experience in public health, community development, strategic land use planning social policy or related fields

### **Areas of accountability**

#### **Extent of Authority**

- Represent the VLGA in discussions with a broad range of stakeholders on gambling harm prevention and related areas, in accordance with adopted policies.