



POSITION DESCRIPTION

Title:	Head of Local Government Programs and Policy
Work Location:	Hybrid – subject to change - flexible
Employment Type:	Full time. Some work is required outside normal working hours – the VLGA has a time off in lieu policy
Salary:	Circa \$150,000 per annum plus SGC superannuation (currently at 11%)

ABOUT US

The Victorian Local Governance Association (VLGA) supports councils and elected representatives (councillors) to deliver positive outcomes for their local communities through high performance leadership and effective governance. We are member-run and non-partisan.

We offer direct support, training, professional development, events, networks and resources to members and carry out research, policy analysis and advocacy on behalf of local councils.

We are the leading voice for local councils and offer our members the opportunity to realise their true leadership potential and increase their impact.

POSITION OBJECTIVES

This role is responsible for the design, coordination and delivery of programs and projects ensuring the provision of high quality tactical, strategic and relevant services and support to members and key stakeholders of the VLGA.

The position provides leadership and oversight of the integration and management of processes and functions to ensure the efficient and effective delivery of programs and the achievement of organisational priorities and consistent with strategic directives.

The role is a critical member of the VLGA executive team and will provide insight into contemporary issues in local government to inform policy and identify those governance-related issues that are front of mind for councils.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Chief Executive Officer
Supervises/Manages:	Two direct reports
Internal Liaisons:	VLGA staff and board members
External Liaisons:	VLGA members and stakeholders, particularly elected representatives (councillors), corporate partners and key stakeholders in local government

The VLGA is an independent governance organisation supporting councils and councillors

Postal Address: PO Box 4089 Richmond East Vic 3121 | www.vlga.org.au | vlga@vlga.org.au | 03 9349 7999

KEY ACCOUNTABILITIES

Leadership

- Lead the team to deliver against agreed objectives and key performance targets.
- Lead a wide range of business development activities across the full spectrum of member services, relationship management, growth, and identification and assessment of new business.
- Lead the delivery of contemporary suite of programs and events to support capability and excellence in local governance.

Program Design, Delivery and Management

- Establish and deliver advice, helpline and early intervention services for elected officials and executives.
- Successfully coordinate the end-to-end logistics and administration of events, programs, professional development and elected official support services.
- Develop resources, forums, and professional development to support Councils.
- Provide support services to elected officials on good governance and leadership.
- Prepare submissions, briefs, strategies, and reports to support the VLGA's influence on issues that are strategically important to the local government.
- Provide policy advice and information to support the delivery of the VLGA's communications plans, including the development of media briefs and social media context.
- Proactively identify emerging issues in the local government sector and, working with the team, enhance the VLGA's value and ensure strategic objectives are met through the delivery of professional development programs, member support services, policy development, and events
- Provide expertise and support to the implementation of the program strategy and delivery.
- Support strategy development, project delivery and collaborative ways of working across VLGA.
- Oversee robust management and reporting to address regulatory and statutory requirements.

Strategy and frameworks

- Collate and critically analyse issues and formulate appropriate responses, including undertaking related policy and legislative research.
- Work closely with the Board, CEO and Executive Management Team to develop and enable business strategies and frameworks to support business performance.
- Deliver against the [VLGA Strategic Plan 2023-2027](#), Annual Plan and business strategies.
- Lead and support development of implementation plans to enable strategies and business transformation and provide for uptake of frameworks by members and staff.

Relationship management

- Strengthen partnerships Local Government sector to share and develop mutually benefiting operations, service delivery capability and other member / partner focused collateral.



- Actively participate in and represent VLGA at a range of Victorian and national committees, industry forums and working groups.
- Maintain and establish commercial relationships to deliver strategic business development and commercial initiatives.

Continuous improvement and agile delivery

- Lead monitoring, evaluation, diagnosis, review, and innovation practices to continuously improve service and solution offerings.
- Support the wider VLGA Victoria team by actively leading continuous improvement processes.
- Lead together with the Executive Management team strong internal relationship building and the fostering of a supportive and engaged team culture.

KEY SELECTION CRITERIA

Essential

Knowledge of the local government sector

- Experience working in local government and a demonstrated passion of, and commitment to, the sector.
- Detailed knowledge of contemporary good governance principles and practices.
- Detailed understanding of Local Government roles, responsibilities, structures, and decision-making processes

Leadership

- Experience in executive leadership, leading teams to meet service, performance, and financial targets through fostering integrity and high-performance.
- Experience in presenting to and reporting to a board and board subcommittees.
- Experience working in or a demonstrated understanding of NGOs, Associations, and/or membership-based organisations.

Programs

- Experience in, learning and development, event/program management and conceptualisation, development, and delivery.
- Problem solving using creativity, pragmatism, and collaboration.
- Demonstrated experience managing multiple concurrent projects, resources, and suppliers to deliver on time and on budget.
- Demonstrated ability to deliver quality under pressure.

Collaboration and communication

- Highly developed interpersonal skills with a demonstrated tendency to work collaboratively with internal and external stakeholders.

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- High level written and verbal skills including the capacity to listen, present confidently and accurately, build trust, influence and exercise sound judgement, discretion, and confidentiality.

People leadership

- Experience leading and managing a small, empowered, and dynamic team to deliver a program of work.
- Ability to lead teams and improve outcomes for team members. Be a strong role model, effective coach and support development, continuous improvement, and performance.

Partnership engagement and creation of strong relationships at all levels

- Experience creating new partnerships and engaging effectively with members. Ability to create good relationships with staff, thought leaders and senior local government sector leaders.

Qualifications

- Tertiary qualifications in policy, governance, political studies and or business management/project management.

Desirable

IT

- Experience with CRM systems, working knowledge of the Microsoft suite of programs, web-based and social networking programs.

HOW TO APPLY

To apply, send a one (1) page cover letter and resume (up to five (5) pages) to HR@vlga.org.au

Applications close midday Monday 26 February 2024.