



Mansfield Shire

Position Description

Project Officer
Community Safety

High Country, Lakes and Rivers



Project Officer Community Safety

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
TBC	Band 6	October 2024
Unit	Enquiries	Status (FTE)
Community Safety	General Manager Investment and Planning	1.0

Position Objectives

The Project Officer is responsible for duties associated with the delivery of Council’s community safety program including building contract, local laws and other projects as required.

Technical Accountabilities

- ▶ Undertake and implement a full review of the Community Local Law
- ▶ Support the General Manager Investment and Planning with review and implementation of building services.
- ▶ Support the General Manager Investment and Planning and Coordinator Compliance with local laws projects.
- ▶ Assist with the preparation of media releases to inform and educate the community on community safety issues and opportunities.
- ▶ Assist with the submission of grants relating to community safety.
- ▶ Provide a customer focused service delivery in the entire range of Community Safety and services
- ▶ Provide support to the Community Safety department and assistance to ratepayers and customers in relation to community safety related issues/ queries, as required.
- ▶ Development of quality policies and strategies for the Community Safety Department.
- ▶ Undertake other tasks as directed in accordance with the responsibility and skill level of the position.



Organisational Relationship

Reports to

Coordinator Compliance

Supervises / Manages

Nil

Internal Liaisons

All other staff

External Liaisons

General public, residents & ratepayers, State Government Departments and Agencies

Other Local Governments and Boards

Relevant Community Groups and organisations

General Public and Residents

Contractors and Consultants

Local Government Victoria

Specialist Knowledge and Skills

Knowledge of:

- ▶ An understanding of community safety.
- ▶ An understanding of regulatory Local Laws and relevant legislation
- ▶ Council plan.
- ▶ Knowledge of project budget control and project scheduling.

Skills and Competencies

- ▶ Community education and ability to produce quality educational material.
- ▶ Records management and writing skills.
- ▶ High level experience using MS Office suite of products.
- ▶ Well-developed administrative skills, including records management.
- ▶ Excellent front-line customer service/customer relations delivery

Our Values

Communication

Co-operation

Trust and
Honesty

Respect

Qualifications and Experience


Experience

- ▶ Previous experience in grant writing and community education is desirable.
- ▶ Practical experience in contract management and the supervision/co-ordination of a diverse range of projects.

Qualifications

- ▶ Current Victorian drivers licence.
- ▶ Diploma or lesser formal qualifications with substantial relevant experience.
- ▶ Completed or undertaking tertiary qualifications in project management, would be an advantage.

Key Selection Criteria

- ▶ Demonstrated experience in project management and grant reporting.
 - ▶ Demonstrated experience in regulations/policies/guidelines/procedures creation
 - ▶ Experience in the supervision of contractors as well as the ability to work independently.
 - ▶ Well-developed verbal and written communication skills and problem solving skills.
 - ▶ High level of experience using the MS Suite of products.
 - ▶ Understanding of local government procedures and processes and contract management principles.
 - ▶ Demonstrated time management skills, including the ability to prioritise work to meet required deadlines.
 - ▶ Demonstrated ability to complete the technical accountabilities.
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Position Descriptors – Band 6

Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service and accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Support principles in place to make informed decisions in relation to services and assets considering built, social, economic and natural impacts of service delivery, asset provisions and asset maintenance.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Be committed to and implementation of the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all departments.
- ▶ Understand the Best Value principles and practices relevant to the Department.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings..
- ▶ A commitment to the principles that support the safety and wellbeing of all children

Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community and Corporate Services Directorate
- ▶ Infrastructure and Planning Directorate
- ▶ People and Culture Department
- ▶ Communications

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilize the skills and experience of staff in the most effective manner.

Extent of Authority

Freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with more senior employees and a regular reporting mechanism to the department manager.

Judgement and Decision Making

- ▶ Work generally falls within specific guidelines, but with the scope to exercise discretion in the application of established standards and procedures.
- ▶ Problems are occasionally of a complex or technical nature with solutions not always related to previous situations and some creativity and originality is required.
- ▶ The effect of decisions or actions is usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes.
- ▶ Objectives of the work are usually well defined, but incumbent must be capable of selecting from the methods, processes or equipment available.
- ▶ Must be able to quantify the resources required and guidance and advice is usually available within the time available to make a choice.

Management Skills

- ▶ Skills in managing time, setting priorities, planning and organising one's own work.
- ▶ Supervision skills to establish and maintain productive relationships with staff, community internal and external stakeholders.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety, training and development.
- ▶ Apply initiative and innovative thinking to organisational problems.
- ▶ Achieve annual strategic performance objectives set for the position.

Interpersonal Skills

- ▶ Well-developed oral and written communication skills.
- ▶ Sound report writing skills.
- ▶ Ability to work independently.
- ▶ Ability to discuss and resolve problems.

Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

How to apply

- 1 Cover letter**

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at mshire.co/applicant-information, for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Melissa Crane, General Manager Investment and Planning on (03) 5775 8555

More detailed information on how to apply is available at

mshire.co/applicant-information

including tips for addressing key selection criteria, writing a cover letter and resumé

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature

Date:

18/10/20

Employee's
Name

Date: / /



Mansfield Shire