



Position Details

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| Position title: | Community Building Officer |
| Award Classification: | Band 6 |
| Department: | Community Services and Culture |
| Division: | Community Wellbeing |
| Date Approved: | April 2026 |
| Approved By: | Manager Community Services and Culture |

Organisational Relationships:

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| Reports To: | Team Leader Positive Ageing |
| Supervises: | Contractors, and volunteers (if required) |
| Internal Stakeholders: | Council Employees and Managers, Executive Team and Councillors |
| External Stakeholders: | Port Phillip residents, members of the public, clients, suppliers, consultants and contractors, relevant organisations and service providers, specialist service agencies, relevant community groups, peak bodies, relevant networks, local businesses, other Local Government Area's (LGA), Municipal Association of Victoria (MAV), State and Commonwealth Government departments, Statutory Authorities. |

Position Objectives

- Design and deliver social connection initiatives that build the capacity and capability of older people to ensure they age well.
- Lead the delivery of Council's expanded Linking Neighbours register and programs to enable people to feel connected and part of their local community and maintain their independence as they age.
- Co-design an expanded program offering, ensuring that social connection opportunities meet the needs of Council's diverse community.



Key Responsibilities and Duties

- Develop and deliver community building programs as identified and prioritised by Council.
- Stay informed of relevant industry best practice, research and funding opportunities to inform practice across Council.
- Develop and maintain constructive working relationships with appropriate local community organisations and service providers.
- Develop, implement and maintain Council's key community sector communication channels including, but not limited to, Community Sector News (CSN) electronic newsletter, online community directory and relevant webpages.
- Lead the development and delivery of activities and initiatives for Port Phillip's Seniors Register and Linking Neighbours Program.
- Support the evaluation of positive ageing activities and initiatives that address social isolation and encourage community participation.
- Provide codesign opportunities for community participation and feedback regarding the quality of the Linking Neighbours program and activities.
- Maintain bus driver accreditation through Transport Safety Victoria, to support the delivery of community bus service where required.

Accountability and Extent of Authority

- Provide a high-quality service to all internal and external stakeholders and act in line with clear objectives, relevant procedures, guidelines and policies.
- Manage own day-to-day workload and make decisions to meet deadlines and key objectives.
- Develop information, documents and displays to public presentation standard.

Judgement and Decision Making

- Demonstrated high-quality planning and reporting skills.
- Demonstrated well-developed decision-making, problem-solving and analytical skills.
- Ability to work independently in accordance with the established work plan, where guidance and advice is usually available.

Specialist Skills and Knowledge

- Skilled in building the capacity of community organisations including the development of programs, partnerships and agreements.
- Skilled in community stakeholder engagement, partnership development and implementing community development programs and capacity building initiatives.



- Skilled in working effectively with a diverse population. This may include frail older people, people with disabilities and/or their carers, people from CALD (culturally and linguistically diverse) backgrounds, people who identify as LGBTI (lesbian, gay, bisexual, transgender or intersex), people of Aboriginal or Torres Strait Island background, people experiencing financial disadvantage (including people who are homeless or at risk of homelessness), and people with dementia.
- Demonstrated knowledge of the issues facing hard-to-reach/engage with community members and the barriers they experience to participate in community life.
- Demonstrated skills in information technology, including website administration, online newsletters, databases and word processing.
- Skills and knowledge in project management and reporting.
- Skilled in the collection and analysis of data / evidence to support the planning and evaluation of community building and engagement.
- Demonstrated knowledge of Local Government and / or the community sector preferred

Management Skills

- Ability to manage own time, set priorities, plan and organised own work with competing priorities.
- Ability to achieve outcomes within prescribed timeframes and on budget.
- Ability to manage self and stakeholder relationships in a range of contexts.
- Demonstrated organisational and administrative skills.
- Demonstrated ability to work independently and use initiative.

Interpersonal Skills

- Highly developed conceptual oral and written communication skills including the ability to create and deliver public presentations, write concise reports and draft correspondence.
- Demonstrated commitment to social justice and understanding of community development principles and methodologies.
- Ability to liaise and gain co-operation from a diverse range of stakeholders and resolve problems
- Ability to work with a range of community cohorts.
- Enthusiastic and a willingness to learn.
- Ability to work independently and within a team.
- Ability to handle enquiries with tact, diplomacy and clarity.

Qualifications and Experience

- **Academic:** Degree or diploma in community development, social sciences, community services, or related discipline and some relevant work experience or lesser formal qualifications with substantial relevant work experience.
- **Experience:**



- Experience in designing and delivering community building programs
- Experience in stakeholder and community engagement.
- Experience in project/events management.
- Experience in a variety of computer software and website administration.

Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification.
- Bus driver accreditation (or willingness to obtain one)

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.



- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

Key Selection Criteria

- Degree or diploma in community development, social sciences, community services, or related discipline and some relevant work experience or lesser formal qualifications with substantial relevant work experience.
- Demonstrated experience working collaboratively with the community/sector in implementing social connection programs.
- Demonstrated experience in stakeholder management internally and externally, including building and maintaining effective relationships with community groups and the not-for-profit sector.
- Experience in the collection and analysis of data / evidence to support the planning and evaluation of community building and engagement.
- Highly developed conceptual oral and written communication skills, with the ability to communicate effectively using a range of accessible communication mediums.
- Ability to manage time and competing work priorities and achieve objectives within prescribed timeframes and budget.
- Experience working with older people and people from diverse backgrounds including:
 - People from Culturally and Linguistically Diverse backgrounds
 - People from Aboriginal and Torres Strait Islander background
 - People with Disability
 - People who identify as Lesbian, Gay Bisexual, Transgender and Intersex
 - People experiencing social and economic disadvantage (including people who are homeless or at risk of homelessness).

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.