



Position Details

Position title:	Community Capacity and Recovery Lead
Award Classification:	Band 7
Department:	Community Building and Inclusion
Division:	Community Wellbeing and Inclusion
Date Approved:	March 2026
Approved By:	Manager Community Building and Inclusion

Organisational Relationships:

Reports To:	Coordinator Community Strengthening
Supervises:	Nil
Internal Stakeholders:	Council Employees and Councillors
External Stakeholders:	Residents, general public, community groups, not-for-profit organisations, government representatives, statutory authorities, suppliers, consultants, and contractors.

Position Objectives

- Lead crisis and emergency recovery planning and delivery with stakeholders, ensuring inclusive and culturally safe engagement.
- Develop and deliver education, engagement, and capability-building initiatives to strengthen community resilience and preparedness.
- Facilitate access to recovery services and coordinate support, including needs identification, recovery meetings, and local intelligence gathering.
- Strengthen community networks and partnerships, manage social policy initiatives, and support effective reporting and administration for recovery outcomes.



Key Responsibilities and Duties

- Lead community-centred recovery planning, co-designing strategies with internal and external partners that foster resilient, connected, and prepared communities.
- Build and strengthen partnerships with community organisations, not-for-profits, neighbourhood houses, service providers, local businesses, and government agencies to deliver shared recovery and resilience outcomes.
- Design and deliver community development initiatives that increase resilience, knowledge, skills, networks, and social connection across diverse communities.
- Grow sector capability by coordinating community training calendars, directories, sector newsletters, and tools that support information-sharing and capacity-building.
- Lead inclusive engagement processes that reflect and embed cultural safety, access, equity, and community voice.
- Support coordinated access to relief and recovery services, gathering local intelligence to inform tailored responses.
- Drive social policy initiatives such as food access and community resilience programs in partnership with local networks.
- Fulfil designated emergency management responsibilities, including acting as the on-call Municipal Recovery Manager and assisting in Emergency Relief Centre operations.
- Facilitate access to relief and recovery services, gather and share local intelligence through recovery meetings, and maintain strong, cooperative communication with key stakeholders—including state departments, local councils, community organisations, and businesses—to progress coordinated actions across all pillars of recovery.
- Use data, evaluation, and evidence to inform continuous improvement and strengthen recovery and resilience outcomes.

Accountability and Extent of Authority

- Develop and implement evidence-based programs, strategies, and evaluation frameworks to measure and enhance the impact of community recovery and preparedness initiatives.
- Provide informed advice and support across Council, sourcing and applying evidence to guide policy development, strategy, and decision-making within agreed frameworks.
- Exercise sound judgement and respond to community needs in a timely manner, upholding service excellence and Council standards.
- Represent and advocate for Council in all interactions, ensuring compliance with legislative requirements, Council policies, and standards such as the Victorian Child Safe Standards and Rainbow Tick Standards, while driving continuous improvement and community evaluation.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First



Judgement and Decision Making

- Identify, analyse, and evaluate options and solutions that impact the broader community, applying sound judgement within project objectives.
- Apply advanced analytical and problem-solving skills to address complex challenges and make informed decisions, where guidance may not always be available internally.
- Prioritise and manage competing demands within the portfolio, maintaining focus on key objectives and outcomes.

Specialist Skills and Knowledge

- Demonstrated experience in applying evidence-based, creative, and lateral approaches to project development, community recovery planning, and preparedness initiatives.
- Strong understanding of local government's role in crisis and emergency recovery, including relevant State legislation and policy frameworks.
- Proven ability to deliver community initiatives through effective partnerships, stakeholder engagement, research, data analysis, and policy development within a local government context.
- Experience in planning, developing, managing, and evaluating crisis and emergency recovery plans, with a commitment to social justice, health equity, and community development principles.
- Highly developed written communication skills, including the preparation of submissions, policies, and reports to support Council's long-term goals and values.

Management Skills

- Effectively manage time, priorities, and competing demands to meet legislative, policy, budget, and project requirements within agreed timeframes, despite conflicting pressures.
- Build and maintain strong relationships with internal and external stakeholders to support collaborative project delivery and community outcomes.
- Apply relevant workplace policies and practices, including occupational health and safety, to ensure safe and compliant operations.

Interpersonal Skills

- Demonstrated ability to build strong, inclusive relationships and engage effectively with diverse community members to encourage participation in recovery and preparedness initiatives.
- Excellent written, verbal, and presentation skills, with the ability to communicate complex information clearly and confidently across a range of audiences.
- Proven capacity to develop and maintain partnerships with community groups, organisations, and stakeholders to deliver positive outcomes.

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- Strong facilitation, consultation, and influencing skills, with the ability to solve problems collaboratively through discussion, creativity, and teamwork.

Qualifications and Experience

- **Academic:** Degree or diploma in social science or related qualification and several years' experience or lesser formal qualifications along with extensive experience.
- **Experience:** Significant relevant experience in emergency response, emergency recovery, community safety, community development or crisis response and recovery.



Mandatory Requirements

- Working with Children Check.

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:

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- 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.

Key Selection Criteria

- Demonstrated experience in community development, partnerships, or place-based collaboration, ideally within a local government or community services environment.
- Experience in emergency recovery, community resilience, or social policy.
- Ability to co-design initiatives with community, applying inclusive and culturally safe engagement practices.
- Strong facilitation, communication, and relationship-building skills.
- Experience coordinating or contributing to capacity-building programs (training, sector development, resource sharing).
- Ability to work proactively, manage competing priorities, and navigate complex situations with confidence and empathy.
- A relevant qualification in social science or a related discipline, or equivalent experience.

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.