

Position:	Community Projects Development Officer
Agreement:	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
Award Classification:	Band 6
Division:	Community Life
Department:	Community Strengthening
Team:	Community Recreation
Date Reviewed:	October 2025
Approved By:	Manager, Community Strengthening
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council, you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

- We set clear expectations
- We are accountable for our actions
- We get things done

We See Opportunity

- We look for better ways
- We are open minded
- We learn from our experiences

We Work Together

- We value strengths and differences
- We seek to work with others
- We help people to succeed

We Make a Difference

- We proudly represent Surf Coast Shire Council
- We act with the future in mind
- We go the extra mile

Introduction of the work of the team

Council is committed to being a constructive and collaborative partner that recognises and values the strengths of our community. This position plays a vital role as a liaison between community groups identifying new projects or initiatives and Council providing support to enable community to lead and deliver projects that are important to them.

By fostering strong connections and open communication, the role ensures community-led projects are considered through a transparent and responsive process that aligns with Council's priorities and strategic goals.

POSITION OBJECTIVES

- Facilitate strong relationships and collaboration with community groups, internal Departments, all levels of government and local (philanthropic) organisations and businesses to enable positive community outcomes.
- Build community capacity by supporting community groups to manage the delivery of their community project proposals.
- Ensure community identified projects and initiatives are appropriately assessed and investigated.

ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator Community Recreation

Supervises: N/A

Internal Relationships: All employees and Councillors

External Relationships: Community groups and members, State and Federal Government agencies, contractors and consultants, local (philanthropic) organisations and, businesses.

KEY RESPONSIBILITIES

- Manage the ongoing implementation and continuous improvement of the Community Led Projects Development Framework by which community projects and initiatives are received, assessed, investigated, prioritised and delivered.
- Manage the monthly Community Initiatives Assessment Panel meetings.
- Work collaboratively with community groups, sporting clubs, key internal stakeholders, and government and non-government agencies to facilitate community-led outcomes. Seek, obtain and document agreement from Council officers and community project partners regarding their specific project roles and responsibilities.
- Prepare and maintain statistical data and reporting systems.
- Keep informed of grant opportunities that may align with community initiatives seeking project funding and provide support to community groups when applying for grant programs.
- Advocate for and align community initiatives with funding priorities of local funding partners.
- Provide ongoing updates to Council including Officer Updates and Annual Reporting.
- Provide excellent customer service to internal and external stakeholders.
- Strengthen community engagement through effective communication and support throughout all stages of project development.
- Effectively utilise a variety of digital systems and tools to manage project documentation, communications, and reporting requirements.
- Perform other duties and responsibilities reasonably expected within the capabilities of the position. Attendance at out-of-office meetings and standard working hours may be required.

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Prepare Project Charter documentation for nominated projects and initiatives on behalf of the Project Sponsor and to the satisfaction of the Manager Program Management Office (PMO) where community projects are delivered by PMO.
- Act as Sponsor Delegate and PCG member for community-initiated projects that Council PMO is delivering.
- Ensure that all project documents, including funding applications if required, are in place to demonstrate project readiness should the project and initiatives receive approval and/or funding.
- Provide sound and accurate advice to Managers, Councillors, Executive Management Team and other relevant stakeholders about the justification, delivery and impacts of community-identified projects and initiatives.
- Seek approval for expenditure within budget and in accordance with Council's procurement policy.
- Work closely with the community, key stakeholders and Council staff to develop projects and initiative plans for consideration by senior management and Council if required.
- Contribute to and develop relevant policies and guidelines.

JUDGEMENT AND DECISION MAKING

- Ensure rigorous investigation is completed regarding community project delivery requirements and impacts on Council's service delivery.
- Work closely with internal and external statutory authorities and relevant agencies to obtain professional advice regarding project delivery requirements.
- Be open and transparent with community on feasibility of community initiative proposals.

SPECIALIST SKILLS AND KNOWLEDGE

- Sound knowledge and experience of applying community development principles.
- Knowledge and experience in statutory and sport and recreation planning principles.
- Ability to communicate issues, risks and opportunities with diverse audiences to enable establishment of shared understanding and expectations.
- Ability to develop and maintain a strong working knowledge and understanding of Council's broader business planning, processes and systems.
- Ability to develop tools and systems to undertake robust project assessment and capture key project delivery requirements.
- Ability to engage with various internal and external stakeholders of projects and initiatives to ensure that comprehensive assessment and informed decision-making occur.
- Sound problem-solving skills.

MANAGEMENT SKILLS

- Excellent organisational skills and the ability to work under pressure.
- Attention to detail and ability to follow tasks and ideas through to completion.
- High degree of flexibility and adaptability to respond to changing needs.
- Ability to manage time, set priorities, plan and organise one's work in order to achieve objectives.

INTERPERSONAL SKILLS

- Ability to build strong meaningful relationships that are effective in helping to get the job done.
- Ability to work effectively with Council, Executive Management Team, other Officers and the community.
- Excellent communication and presentation skills, both verbal and written.
- Ability to produce written correspondence and reports to convey issues, options and recommendations.
- Ability to discuss and resolve problems internally and externally across the organisation.
- Ability to handle confidential and sensitive issues appropriately.
- Effective skills in dealing with and bringing understanding of differing views.
- A pro-active and can-do attitude.

KEY SELECTION CRITERIA

Qualifications and Experience

- Tertiary qualification in Sport and Recreation/Community Planning/Social Planning/Community Development or related discipline.
- Minimum 3 years' experience working in a Local Government environment.
- Sound experience in project development.
- Sound knowledge and experience in applying community development and project planning principles.
- Excellent communication skills, including influencing and negotiating, rapport building and report writing.
- Experience in working with community groups or stakeholders in identifying and developing project ideas and initiatives from an initial idea to concept and delivery stages.

Other requirements

- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Staff are expected to have and maintain a commitment to child safety, equity, inclusion and cultural safety.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.