

COMMUNITY ENGAGEMENT AND PROGRAM COORDINATOR

HEP Level 7

POSITION NUMBER	954781
ORGANISATIONAL UNIT	Community and Government Relations
POSITION REPORTS TO	Manager, VU in the Community
OVERALL PURPOSE	The overall purpose of the Community Engagement and Program Coordinator role is to support the delivery of Community and Government Relations projects and to develop, facilitate, and manage education and community development programs across Local Government Areas (LGAs) in the West. The role aims to improve access to, and participation in, post-secondary education, to further strengthen VU's presence in growth communities, as well as nurture relationships and introduction to relevant colleagues across VU to realise value and impact for Victoria University and our students.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> works closely with the External Relations & Partnerships portfolio. works with all Colleges, Research Institutes and VU TAFE. works with numerous Departments across the University. <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> Local Government Authorities, community and industry representatives, schools and other University partners and stakeholders in Melbourne's West and beyond.
VICT LOCATION/CAMPUS	The position is based at Victoria University's Footscray Park Campus but may be required to work across multiple sites of the University and Local Government Areas of the West. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations. The role requires occasional work outside of work hours at events and activities.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

People and Culture use only

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Over 40,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

Commitment to Protecting Country:

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities, and the planet that we share.

Commitment to Diversity and Inclusion at VU:

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager.

ORGANISATIONAL UNIT

The Community and Government Relations team provides critical strategic and developmental focus for advocacy, collaboration and engagement activities with all levels of government, external partners, industry and community.

The VU in the Community (VUiC) program sits within the Community and Government Relations team with a special function to create opportunities for Victoria University (VU) and its surrounding communities through strong partnerships with local government and community organisations in Melbourne's West.

VUiC builds VU's presence and reputation through programs and place-based initiatives that respond to local needs; provides avenues for residents and VU students to learn and work locally; builds connections with local organisations; leads opportunities for collaboration; contributes to regional development, knowledge sharing and local projects and events.

The Community and Government relations team leverage the value of VU's partnerships to co-design opportunities for real world learning, and employment aligned with government priorities, assist VU to grow our research for real world impact through strategic engagement with government and building relationships with industry and community, while supporting VU in playing a key role in cementing the west's reputation as a liveable, healthy, prosperous and sustainable region in which to live, work, study and play.

The unit acts as a central hub for managing and advancing key relationships and initiatives to strengthen the impact of VU's outreach and external engagement and provides a consistent voice and gateway/bridge between the internal VU community and VU's external stakeholders.

The communities of Melbourne's west include, but are not limited to, the cities of Wyndham, Brimbank, Melton, Maribyrnong, Hume, Moonee Valley and Hobsons Bay.

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Coordinate the development and implementation of Education and Community Program in various Local Government Areas across the West.
- ◆ Develop and coordinate activities as part of the VU in the Community program, including cross University liaison, supporting the development of educational and community-based programs, courses and other initiatives to advance VU's presence and impact, and to promote access to educational opportunity in Melbourne's west.
- ◆ Foster and maintain constructive and consultative networks, relationships and project partnerships with internal and external stakeholders to achieve the objectives of the VU in the Community program.
- ◆ Support the Community and Government Relations team, and other VU stakeholders, to assist the delivery of programs, projects and other relevant activities including events for Members of Parliament and Government Ministers.
- ◆ Lead the development and delivery of events and projects, ensuring all relevant tasks are actioned i.e. project plans, event briefs etc.
- ◆ Prepare annual Program plans and evaluation reports and recommendations, in consultation with local government areas (local councils) and VU stakeholders.
- ◆ Work collaboratively to ensure opportunities are maximised and the objectives of the portfolio and the University are achieved.
- ◆ Develop and maintain relationships with Local Government Areas, local councils, industry and community partners, ensuring timely and relevant communication channels.
- ◆ Maintain oversight of relevant MOU and funding agreements, to ensure a constructive partnership and the fulfilment of objectives for the parties.
- ◆ Develop and grow relationships with partners, encouraging a collaborative approach and understanding their capacity to help deliver on objectives.
- ◆ Develop, deliver and track progress and objectives with each local government area in a timely and efficient manner.
- ◆ Maintain stakeholder relationships across the University and external partners to ensure alignment, collaboration, and impact; represent VU at engagement events, forums, and advisory committees.
- ◆ Prepare reports and papers to provide updates to committees and partners.
- ◆ Contribute to the strategic direction of the Community and Government Relations team through annual team planning, regular portfolio team meetings and continuous improvement of policies, procedures and initiatives.

TYPICAL/MAJOR CHALLENGES

- ◆ High level of judgement, initiative, independence and problem solving skills required in resolving issues and providing advice within own area of responsibility.
- ◆ Exercise sound judgement to mediate competing priorities and deliver agreed outcomes within budget and timelines, escalating complex issues where appropriate.
- ◆ Demonstrate initiative in building collaborative relationships across VU and local council teams to identify opportunities, resolve challenges, and strengthen connections between education, industry, and community.
- ◆ Sound levels of integrity and capacity to exercise judgement and integrity in the development and maintenance of internal and external stakeholder relationships and engender trust and respect, including the ability to deal with complex issues with sensitivity and confidentiality.

LEVEL OF SUPERVISION

- ◆ Operates under broad direction from Manager, VU in the Community and may be required to manage other administrative, technical and/or professional staff.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Demonstrate broad knowledge of VU's strategic priorities, governance, and decision-making processes to effectively align engagement activities with institutional objectives.
- ◆ Apply understanding of industry, community, and local government engagement approaches to implement programs and projects that span diverse portfolios and impact multiple areas of the University.
- ◆ Develop and apply working knowledge of VU's teaching, learning, research, and social impact priorities, particularly in the context of Melbourne's west.
- ◆ Utilise a multi-sector perspective to identify partnership and resource opportunities across government, industry, and community networks, translating strategic goals into meaningful relationship outcomes.

KEY SELECTION CRITERIA

Essential

1. Knowledge or Training equivalent to: Completion of a degree with extensive experience and expertise, or an equivalent combination of relevant experience and/or education
2. Demonstrated understanding of appropriate behaviours when dealing with young people regardless of their background or diversity of need.
3. Demonstrated experience in leading, developing, implementing and event managing education and place-based programs with capacity to apply project management approaches, prioritise work demands and meet timelines
4. Demonstrated ability to collaborate and operate as an effective team member in a local government and tertiary education context.
5. Experience in community, industry and stakeholder consultation and engagement processes and working in community-based forums and partnerships.
6. Well demonstrated capacity to manage the delivery of multiple activities or programs simultaneously, working with a wide range of internal and external stakeholders.
7. Demonstrated ability to develop and nurture relationships with internal and external stakeholders.
8. Demonstrated ability to exercise sound judgement to mediate competing priorities and deliver agreed outcomes within budget and timelines, escalating complex issues where appropriate.
9. Excellent interpersonal and communication skills (oral and written), presentation and report writing skills.
10. Willingness to commit to VU Values (access, equity and respect) and Behaviours (engagement, collegiality, courage) and comply with other relevant VU policies and processes including appropriate management of confidential and sensitive material; OHS; and anti-discrimination responsibilities; and to complete/participate in relevant training.
11. A current E (Employee) Working with Children Check.

Desirable

1. Previous experience and knowledge of working within the tertiary education sector
2. Understanding of both Victoria University and local government strategy and operating environment, particularly in terms of their role in Melbourne's west.