



POSITION DESCRIPTION

TITLE	Executive Officer – Peri Urban Group of Rural Councils
SALARY AND TERMS	Fixed Term Two (2) Year Contract. 3 days per week (22.8 hours). Range \$112,000.00 - \$125,000.00 (pro-rata) inclusive of Superannuation.
APPROVED BY	Satwinder Sandhu, General Manager Growth & Development
DATE OF CREATION/AMENDMENT	January, 2018

POSITION OVERVIEW

ABOUT THE PERI URBAN GROUP OF COUNCILS

The Peri Urban Group of Rural Councils, representing the shires of Moorabool, Macedon Ranges, Baw Baw, Murrindindi, Surf Coast, Golden Plains and Bass Coast, was established in 2007 to help advocate for better planning and development outcomes for the Peri Urban areas. Since that time the Group has obtained a number of successful policy development, research and advocacy outcomes.

Each Peri Urban Council is facing a number of shared challenges and issues. There is a high level of development pressure in the region's towns and villages, but also in some cases restrictions on development due to natural hazards such as bushfires. There is pressure on maintaining sustainable communities as well as pressure on the agricultural assets. At the same time the important role of rural industry and tourism as continuing major drivers of local economies is recognised and supported. The Peri Urban areas have a significant number of amenity and environmental attributes, heritage and tourism opportunities.

POSITION OBJECTIVES

The Executive Officer will take a lead role in coordinating and promoting the Peri Urban Council's position to State Government and other key stakeholders.

The position will also provide secretariat support to the Peri Urban Mayors and CEOs Forum, and seek other funding opportunities including preparing grant applications where appropriate.



KEY RESPONSIBILITY AREAS

Demonstrate clear understanding and articulation of sensitive issues:

- Written submissions/correspondence are accurate.
- Written submissions/correspondence reflect appropriate sentiment, tone and emphasis.
- Ensure all submissions are circulated and submitted within agreed timeframes.
- Communication with Government are positive and focussed on solutions.

Demonstrate political astuteness:

- Undertakes regular scanning of environment and brings matters to the attention of the PUGRC.
- Develops and maintains relationships with Ministerial staff and senior public servants.
- Understands the political cycle and responds in appropriate timeframes.

Demonstrates awareness of differences and shared issues across the region.

Develops positive and productive relationships with each member Council and understanding of key issues for each member and articulates a collective position.

Identifies key policy and planning matters affecting the Peri Urban Area as they emerge and prepare responses that are timely, accurate, comprehensive, and inclusive.

Engages with and disseminates research findings and other relevant material to PUGRC and community.

Facilitates the identification of new solutions to peri urban issues with the Technical Working Group and Executive.

Advocates on behalf PUGRC and coordinates PUGRC advocacy activities including meetings with key stakeholders and groups that are representative of the views of PUGRC, and, are inclusive.

Seeks funding opportunities, including preparing grant applications, and partnerships to advance the work of PUGRC.

Manages secretariat services for PUGRC that ensure the smooth operations of the PUGRC Executive and Technical Working Group/s.

General

- Current driver's license is essential.
- Work outside normal business hours may be required.
- Awareness of and ability to implement the occupation health and safety and risk management protocols as required by the host organisation.



Risk Management

Council, Management, employees, work experience students, volunteers and contractors all have joint responsibility of making risk management a priority as they undertake tasks in delivering Council's services and achieving Council's objectives.

Employees

Specific responsibilities include, but are not limited to:

- Comply and follow Risk Management policy and procedure.
- Obey all reasonable and lawful instructions and directions in relation to risk management.
- Report all hazards, accidents, incidents and 'near misses' to their supervisor.
- Do not knowingly put themselves or other persons in danger due to their actions.
- Observe safety rules, Emergency Plan and formal evacuation procedures.
- Comply with Council Emergency Plan requirements.
- Actively participate in formal and informal discussions and training related to risk management.
- Complete Incident Reports and assist in investigations of incidents and accidents.

Occupational Health & Safety

2.1 Occupational Health & Safety

- Create, maintain and foster a safe work environment at all times.
- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.

Employees, Consultants, Volunteers, Work Experience Students and Contractors

All Councillors, employees, consultants, volunteers, work experience students and contractors are to work within the constraints by the provisions of the Occupational Health Safety Act 2004 and the Occupational Health and Safety Regulations 2007 and any other applicable legislation relevant to their duties or tasks. Further they will also work under the conditions set out in any relevant Moorabool Shire Policy of Procedure to ensure safety.

Specific responsibilities include, but are not limited to:

- Actively participate in on the job training as required.
- Share a responsibility for OHS, both for themselves and for others working with them.
- Report immediately any injury or near miss encountered during the duties or undertaking Council activities.
- Immediately take appropriate action to remove (if appropriate) or control any hazard observed.
- Use appropriate personal protective equipment provided by the Council.



Adherence to Moorabool Shire Council's Policies and Code of Conduct

- Acceptance of Gifts and Hospitality
- Information Privacy
- Policy Against Racial Discrimination
- Equal Employment Opportunity
- Counselling and Disciplinary Action
- Protected Disclosure Act 2012

KEY SELECTION CRITERIA

QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • <i>Recognised tertiary qualification in Business Administration, Public Policy, Town Planning, Regional Development or related discipline with relevant experience.</i>
COMPETENCIES	<ul style="list-style-type: none"> • <i>Local Government experience, particularly in relation to the peri urban region, desirable.</i> • <i>Excellent knowledge of the Victorian planning system, relevant legislation and regulation, and of current State Government policies and initiatives as they impact on the Peri Urban Region.</i> • <i>Excellent understanding of peri urban planning issues and in general a good understanding of current trends and issues planning relevant to Victoria.</i> • <i>Negotiation, influencing, networking, stakeholder management and communication skills that demonstrate the provision of clear, concise and sound professional advice and advocacy at a senior level.</i> • <i>High level skills and ability to produce and prepare insightful and concise written and verbal briefings.</i> • <i>Strong focus on developing and delivering high standard customer service in a timely manner.</i> • <i>Highly developed communication skills (written & verbal) with the ability to develop strong working relationships both internally and externally.</i> • <i>Experience in website and social management and growth.</i> • <i>Experience in providing accurate administrative support within a busy office environment including managing differing and changing priorities.</i> • <i>Competent word processing and database skills.</i> • <i>Experience using design software would be advantageous.</i>
LICENCES & REGISTRATIONS	Current Victorian Driver's License.



ACCEPTANCE OF THE POSITION - SUCCESSFUL CANDIDATE TO COMPLETE

I understand, agree to and accept the role as outlined in accordance with this position description.

NAME (please print)			
SIGNATURE		DATE	

AUTHORISED MOORABOOL SHIRE COUNCIL REPRESENTATIVE TO COMPLETE

Signed on behalf of Moorabool Shire Council

NAME (please print)			
TITLE			
SIGNATURE		DATE	