



Position Details

Position title:	General Manager Community Wellbeing & Inclusion
Award Classification:	Senior Officer
Division:	Community Wellbeing and Inclusion
Date Approved:	March 2024
Approved By:	Chief Executive Officer

Organisational Relationships:

Reports To:	Chief Executive Officer
Supervises:	Executive Manager Families, Youth & Children and Divisional Performance Manager Open Space, Recreation & Community Resilience Manager Community Services Manager Community Building & Inclusion
Internal Stakeholders:	Council Employees and Managers, Executive Team, and Councillors
External Stakeholders:	Ministers and elected members of Federal and State Parliament and their advisors Government agencies and Regulators Major project authorities Community stakeholder groups, Developers, Local Traders, Industry groups Community and customers

Position Objectives

The General Manager plays a key role in building a great organisational culture as a member of the Executive Leadership Team (ELT) and in building a great City, as the ELT member accountable for Community & Family Services, Community Safety & Emergency Management, Open Space and Recreation. The role also supports the CEO more broadly in the development and delivery of the Council Plan across the organisation. . The General Managers is a pivotal role that will positively impact the health and wellbeing of a diverse and vibrant community.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First



Key Responsibilities and Duties

- Support organisational leadership as a member of the Executive Leadership Team – championing and promoting organisational values and behaviours.
- Lead the Community Wellbeing and Inclusion Division (approx. 200 FTE) including the development of a highly capable, aligned, and engaged leadership team and workforce.
- Provide executive stewardship of Divisional finances, project portfolio, and assets to ensure financial sustainability, best value, social responsibility, and community needs are met.
- Provide executive leadership of and accountability for the following divisional functions:
 - Family, Youth, and Children: including Maternal and Child Health; Early Education and Children’s Facilities; Adventure Playgrounds; Youth services.
 - Community Services: including Aged Care (including leading our transition away from in home services while building on our social connection, meals, and community transport services) and Libraries.
 - Community Building and Inclusion: including Housing, Safety, & Reconciliation; Community Service Planning; Diversity, Equity, & Inclusion; Grants & Community Building.
 - Open Space, Recreation, and Community Resilience: including Public Space and Urban Greening; Recreation; Foreshore management. Municipal Emergency Management including accountability for Municipal Emergency Response.
 - Portfolio Projects: including sponsorship of major capital projects for foreshore, public space, and recreation.
- Lead Council’s community facing Diversity and Inclusion initiatives and support the General Manager Organisational Capability and Experience with the organisational agenda.
- Ensure effective, efficient, legislatively compliant, and customer focussed service design and delivery with appropriate monitoring, reporting, and continuous improvement.
- Support development and implementation of our Council’s advocacy strategy and building organisational capability in stakeholder relations.
- Assist in developing and maintaining effective relations with the Victorian Government, the Commonwealth, key agencies, and other local governments, staying abreast of social services policy developments
- Provide insightful, relevant, and credible strategic, policy and regulatory advice to the CEO, Councillors, ELT, managers, and external bodies.
- Lead Council’s relationship with First Nations organisations, in particular the two Registered Aboriginal Parties, and citizens, including ensuring employees in the First Nation’s Team are supported to grow and develop in a culturally safe workplace.

Qualifications and Experience

- Relevant tertiary qualifications
- Post-graduate qualifications highly regarded
- Executive experience in social or community services related disciplines highly regarded



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.
- Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip Vaccination Policy.
- 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

1. An outstanding leader and executive team player with a track record in being part of and building high-performing teams that are aligned, engaged, diverse, and collaborative.
2. Relevant tertiary qualifications with a track record of successful achievements that demonstrates the capability to excel in the role and bring change agency
3. Highly-developed strategic, analytical, and lateral thinking skills and the ability take the initiative, drive change, and successfully develop and implement strategies and policies.
4. Demonstrated capability to lead complex projects through partnerships with people across functions, governments, and organisations to deliver timely and high-quality outcomes.
5. Significant financial and business acumen, with a proven ability to maximise the organisational and community benefit derived from scarce financial and other resources.
6. Excellent interpersonal, negotiation and persuasion skills, with the ability to use discretion and judgement in a complex business and political environment.
7. Demonstrated ability in applying robust governance and risk management.
8. A demonstrated commitment to our organisational values and customer service charter and ability to champion, embed, and promote these in our organisation.

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.