Position Description

Position Title	Project Officer – Connect in Canning
Position Number	6086
Program	Canning Community & Commercial
Sub-Program	Enriching Canning
Industrial Instrument	City of Canning All of Staff Enterprise Agreement 2015
Classification/Banding	Salaried Officer, Level 2B-3A
Reports to	Manager Community Learning
Primary Location	Cannington, Willetton, Riverton, Bentley Libraries *Or any other location as required by the City*

Vision and Values

Vision

City of Canning: a welcoming and thriving city

Values

The City of Canning's core values are:

- Authentic   Build genuine relationships

    Be responsible in our actions and commitments

- Resilient   Embrace challenges to encourage our people to thrive

    Support each other's well-being

- Creative   Share our innovative thinking

    Have the courage to welcome and try new ideas

- Collaborate   Work together as one team

    Share our success and knowledge to thrive

Position Overview

Work collaboratively to deliver the outcomes of the Connect in Canning Project under the strategic direction of the Learning City Strategy 2020 -2023.

The position is integral in building the capacity of Canning Libraries to be both places of welcome and hubs for building local networks and disseminating local information and knowledge.

This role will lead the development and implementation of an integrated model for physical and digital "Welcome Points" to provide residents with support to navigate and access local information on services and opportunities to build connections in their neighbourhood. The role will take on responsibility for developing a volunteer led model that supports Welcome Points and work with internal and external stakeholders to curate local information and knowledge.

Position Objectives

Direct Delivery:

- Work collaboratively within the Connect in Canning Project team to achieve project outcomes, through implementation, evaluation and reporting.
- Oversee the curation of digital resources and other content for the Connect in Canning website including welcome packs for newcomers, neighbourhood asset maps and good news stories that promote the work of community groups and volunteers.
- Work with internal and external stakeholders to promote use of the Connect in Canning website as a key resource for community to access centralised information regarding local groups, organisations and opportunities for engagement, participation and social connection.
- Provide support and training for relevant staff to enable decentralised content development and upload across Enriching Canning.
- Engage with stakeholders for the collaborative creation of community "welcome points" within the libraries that focus on provision of local information and resources to encourage and promote community engagement, participation and social connection.
- In addition to providing a local information service for the general community, ensure that Welcome Points also provide a point of community entry/ orientation for new community members with an emphasis on development for CALD and ESL community.
- Creation, development and coordination of volunteer network to support neighbourhood welcome through the welcome points.
- Work in conjunction with the project team to support community led initiatives that build resilient neighbourhoods through fostering the development of local networks and opportunities for people to build connections in their local community.
- Building capacity within the Community Learning team to adapt customer service approaches, provide support for Welcome points and contribute to other community development outcomes that respond to identified community priorities and unmet needs.
- Investigation and development of long term solutions for increasing access to multi-language resources and information to support social connection and support of ESL and CALD community members.
- Develop communication and engagement strategies to develop and strengthen networks and promote the project.

Administration:

- Contribute to the administrative and financial management of the Resilient Streets and Neighbourhoods Project budget and reporting requirements.

Communication:

- Support the development of a positive team culture, including collaboration and support of project team roles.
- Communicate effectively to the wider team providing timely information to support effective project delivery.

Other:

- Other duties as required.

Corporate Responsibilities

Budget:	Council adopted budget
Delegations:	• Authorised to approve budget expenditure as per the Delegation Register • Authorised to sign documentation within established Policy • Authorised to sign correspondence in accordance with established Procedure
Code of Conduct:	All employees are responsible for adhering to City's Code of Conduct and the policies and procedures and CEO Instructions that support it.
Workplace Health and Safety:	The City of Canning is committed to ensuring the health and safety of all who contact our works. All employees have responsibilities and accountabilities which are identified as part of the terms and conditions of your employment.
Equal Opportunity:	The City of Canning is committed to equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness, equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

Essential:

- Tertiary qualifications in Community Development and/or equivalent professional experience.
- Demonstrated cultural competence and ability to engage effectively with people from diverse backgrounds.
- Highly developed digital skills with experience in web content writing and website development, management and maintenance.
- Well-developed project management skills and experience.
- Demonstrated ability to plan and coordinate community based programs and activities.
- Highly developed oral and written communication and presentation skills, including experience in the development of information resources.
- Demonstrated ability to build effective networks and partnerships with internal and external stakeholders.
- Experience in the development and implementation of training, coaching and support programs to facilitate staff skill development.
- Demonstrated ability to work independently within broad parameters.
- Ability to set work priorities, manage time, plan and organise own work and that of others.
- Class 'C' Driver's License.
- Current satisfactory National Police Clearance.

Desirable:

- Knowledge of contemporary community development principles and how these can be applied in a local government and library context.
- Experience in directing and co-ordinating volunteer led initiatives