

Community Learning Officer

Classification: Band 6
Date reviewed: August 2024
Department: Community Learning & Participation **Directorate:** Community Wellbeing
Approved by: Manager Community Learning & Participation

Commitment of Brimbank City Council

All employees at Brimbank City Council are expected to provide the highest standards of work to ensure that Council can achieve its Vision and meet organisational objectives. We want our leaders to be collaborative, humble, smart and hungry.



We are respectful
 I value diversity, fairness, and equity
 I demonstrate empathy and compassion

We find better ways
 I am committed to the safety and wellbeing of myself, my co-workers, and our community
 I strive to achieve the best outcomes for our community
 I am open and curious about new ideas and ways of working

We act with integrity
 I take pride in my work and commit to serving our community
 I am honest, transparent, and accountable in all that I do

We work together
 I support and encourage others
 I find opportunities to collaborate with others and celebrate wins

Our Vision

A progressive, values-led and high performing organization where we connect and collaborate to make and impact.

Our Values

At Brimbank, all our roles in different ways, impact and support the diverse needs of the community we serve. Our values and behaviours demonstrate what is important to us, the Brimbank team. They help build a shared understanding and guide our interactions with each other and the community.

Strategic Priorities

- Lead with our Culture
- Invest in our People
- Improve our systems and adapt how we work
- Agree our Priorities
- Engage our Community
- Enhance our Services and Performance Reporting

Position Purpose

The Community Learning Officer is responsible for developing a yearly action plan to support the delivery of the Brimbank Lifelong Learning Strategy, with a focus on supporting community consultation and promoting learning as a key aspect of council policies and strategies. Participate in learning networks and facilitate a wide range of strategic partnerships with Council, government, community, education providers and business to implement the Brimbank Lifelong Learning Strategy and to ensure maximum learning opportunities are achieved in Brimbank. Support and lead learning projects, including the delivery of an annual festival, the Discover Learning in Brimbank website and maintaining a database of research and statistics related to learning and education, and plan and implement events with a learning focus.

Hours worked may be allocated across the service and include weekend and evening work.



Key Responsibilities

- Drive and facilitate the implementation of a yearly action plan for the Brimbank Lifelong Learning Strategy.
- Monitor progress against the strategy actions, providing reports to internal and external stakeholders.
- Plan and deliver projects and programs with a learning focus in accordance with adopted Council strategies.
- Prepare comprehensive reports, documentation and maintain statistics on matters relating to community learning.
- Compile, maintain and disseminate information relating to community learning on Council platforms including webpages and e-newsletters.
- Lead an annual festival project as directed.
- Work with staff across Council to support the implementation actions in adopted strategies with a learning focus.
- In collaboration with the Learning and Partnerships Coordinator, initiate and manage effective partnerships within Brimbank Council and with a wide range of government, private learning providers and community organisations to ensure maximum learning opportunities are achieved in Brimbank.
- As part of the Libraries Unit the role may be required to deliver excellent direct customer service at any service point as rostered across opening hours, including weekends and evenings.
- Carry out other duties commensurate with skills and abilities as deemed reasonable and appropriate to the role as directed from time to time.

Organisational Relationship/Context

Reports to Learning and Partnerships Coordinator

Supervises N/A

Budget managed N/A

Major contacts Internal liaisons

- Community Wellbeing Directorate
- Economic Development
- City Futures Directorate
- Other council units as appropriate
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External

- Community members
- Local learning providers
- Local learning networks
- Public and private education sectors
- Community organisations
- Local business community

Accountability

The position works under the supervision of the Learning and Partnerships Coordinator.

The incumbent will:

- Have the ability to work in accordance with our values and behaviours.
- Be responsible for the successful implementation and coordination of key actions of the Brimbank Lifelong Learning Strategy and associated reporting.
- Support implementation of adopted council strategies with learning outcomes.
- Have the ability to engage the community, both from a consultative and greater engagement perspective.
- Have exceptional stakeholder management skills, ability to build partnerships and influence co-operation and engagement.
- Plan and deliver high standard projects aligned with priorities of the Brimbank Lifelong Learning strategy.
- Lead the delivery of an annual festival in the area of responsibility.
- Prepare comprehensive reports, statistics and documentation in an accurate and timely manner.
- Develop, collate and distribute online content and other relevant publications in an accurate and timely manner.
- Coordinate the content and maintenance of The Discover Learning in Brimbank Website

Judgement and Decision Making

The position is required to use professional knowledge, experience and skills to make judgements and evaluations relating to:

- Brimbank Lifelong Learning Strategy and festival projects
- Website content and electronic publications
- Management of documentation and statistics

This position operates within documented policies, procedures and guidelines, with professional judgement, experience and discretion required in the application of these procedures, including the resolution of problems.

Guidance and advice from senior staff is available.

Specialist Skills and Knowledge

- Experience developing actions and implement strategic plans.
- Knowledge of local government and its role in relation to lifelong learning and formal/non-formal learning and education sectors.
- Experience working in a community or educational setting.
- Knowledge of project management processes.
- Demonstrated event management skills.
- High level written and verbal communication skills targeted at a wide variety of audiences.
- The ability to write successful grant applications.
- Research skills and the ability to analyse and synthesise.
- Knowledge of lifelong and life wide learning principles.
- Knowledge of the community learning and education sector.
- Familiarity with relevant budgeting processes.

Management Skills

- Demonstrated ability to effectively initiate and manage relationships with a wide range of stakeholders.
- Demonstrated ability to lead project teams comprised of internal and external stakeholders
- Demonstrated project management and event management skills.
- Demonstrated organisational and time management skills, and the ability to achieve goals and projects within specified and limited timelines.
- Demonstrated ability to facilitate community engagement.

Interpersonal Skills

- Demonstrated ability to communicate effectively and sensitively to develop and maintain relationships with people from diverse backgrounds, cultures and abilities.
- Demonstrated ability to build and maintain relationships with a wide range of partners and stakeholders, including those of a sensitive or complex nature.
- Demonstrated ability to liaise effectively internally across Council.
- Demonstrated flexibility in approaching work practices and a wide variety of projects.
- Demonstrated ability to adapt to and support workplace change.
- Demonstrated ability to use initiative and a high level of enthusiasm and self-motivation.
- Ability to work on multiple projects in a dynamic environment.

Qualifications and Experience

Mandatory:

- A tertiary qualification in community development, education or related disciplines
- Demonstrated project management experience
- Experience using Microsoft Office suite
- Valid Driver's Licence
- Working with Children Check

Desirable:

- Ability to speak a community language

Key Selection Criteria

- Ability to work in accordance with our values and behaviours
- A tertiary qualification in community development, education or related disciplines.
- Knowledge of the Australian education system and lifelong learning principles.
- Demonstrated experience planning and implementing strategic projects or events with project partners and independently.
- Ability to compile, present and disseminate research and statistics in an accessible way to a target audience in a range of formats.
- Demonstrated experience developing and maintaining relationships with a wide range of partner organisations and stakeholders, including those of a sensitive or complex nature.

- Highly developed interpersonal communication skills and effective writing skills, including the ability to write successful grant applications.
- Ability to work on multiple projects in a dynamic environment, think conceptually, creatively and strategically to plan for quality outcomes in Community Learning.
- Understanding of project management frameworks and demonstrated ability to plan and successfully implement projects and events on time and within budget.

Working at Brimbank

Child Safe

Brimbank City Council is a Child Safe organisation. Brimbank will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices. All allegations of abuse and safety concerns received by Council will be treated very seriously and acted upon in accordance with relevant policies and procedures (*Brimbank Child Safe Policy and Child Safety Responding and Reporting Procedure*).

Equal Opportunity

Support the provision of a work environment that is free from harassment, discrimination and bullying and refrain from engaging in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community.

Adhere to Council's Equal Opportunity policy and procedures and the Victorian Equal Opportunity Act 2010 and federal legislation regarding Equal Opportunity.

In Victoria it is against the law to discriminate on a number of grounds including (but not limited to) age, disability/impairment, race, sex, status as a carer, marital status, pregnancy and gender identity.

Gender Equality

Advancing gender equality is a shared responsibility that requires everyone's involvement. This means all employees' behaviours and actions must allow all people to participate, feel safe and feel included regardless of their gender or other attributes of their identity.

All employees have a responsibility to support and promote gender equality and Brimbank's vision for workplace gender equality, as outlined in the Gender Equality Action Plan (*Refer to Gender Equality Act 2020*).

Occupational Health and Safety

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public.

- Executive – Establish, maintain, evaluate and continuously improve Council's OHS management system.
- Managers, Coordinators, Team Leaders – Implement, monitor, audit, supervise and enforce conformance with Council's OHS policies, procedures and safety standards. Prepare and implement associated Departmental OHS programs. Identify and resolve Departmental OHS issues.
- Employees – Everyone is an employee - Conform to Council's OHS policies, procedures, and code of conduct and safety standards. Whilst at work, all employees must:
 - Take reasonable care for their own health and safety
 - Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions in the workplace
 - Co-operate with respect of any action taken by Council to establish and maintain occupational health and safety systems and procedures
 - Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety
 - Use protective equipment or clothing provided by Council at all required times

- Employees should immediately notify their manager in the event of an injury, near miss, damaged equipment or other workplace hazard
- Refer: Occupational Health and Safety Act 2004

Risk Management

- Contribute to making Brimbank as risk free as possible for all employees, residents and visitors.
- Take all reasonable action to protect Council assets from damage and or loss.
- Comply with Council's Risk Management Policy and Risk Management Guide.

Managing Information

All employees have a responsibility to ensure all business records are accurately captured and managed within Council's recordkeeping systems. This includes:

- making records to support what you do that provides evidence of business transactions.
- ensure records are descriptive to enable easy identification and retrieval.
- ensure security of information, protect confidential, personal and sensitive information and only release information when authorised to do so.
- familiarise yourself with information management policies and procedures and where possible take reasonable steps to improve recordkeeping practices in the workplace.

Legislative Governance

Each employee has a duty and a responsibility to:

- Contribute to the development of Council's legislative governance culture.
- Adhere to Council's Legislative Governance Policy
- Do all things reasonably necessary to achieve compliance with those obligations relevant to you, which are derived from law, Council policy, strategy, procedure and contracts, as soon as practicable and by the legislative due date.

Returns

Staff may be required to submit a Return of Interests pursuant to section 81 of the Local Government Act, if appointed by the CEO as a Nominated Person or where required to by law.