

<b>POSITION TITLE:</b>	Community Safety Partnerships Officer	<b>CLASSIFICATION:</b>	Band 6
<b>REPORTS TO:</b>	Coordinator Social Policy & Community Development	<b>DIRECTORATE</b>	Community and Wellbeing
<b>DEPARTMENT:</b>	Connected Communities	<b>TEAM:</b>	Social Policy & Community Development

## OUR STRATEGIC CONTEXT



## PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

## VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

## VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

## COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

## HOW YOUR ROLE CONTRIBUTES

As the Community Safety Partnerships Officer, you will lead implementation of the Community Safety Plan, including monitoring, raising awareness of, and facilitative delivery of initiatives in response to current and emerging community safety issues. Recognising community safety is a shared responsibility, you will build partnerships and networks with key stakeholders to influence and leverage local resources and build safer places. As a valued team player, you will contribute to the broader Social Policy and Community Development Team assisting to deliver strategic plans, events and programs to progress social justice and enhance community health and wellbeing.

RESPONSIBILITIES	KEY OUTCOMES
Strategy Implementation and Program Delivery	<ul style="list-style-type: none"> <li>Deliver Council's Community Safety Plan and subsidiary plans including developing evidence-based evaluation methodologies for monitoring its achievements in four priority areas of people, place, planning and partnerships to support perceived and actual safety for the Stonnington community.</li> <li>Build, maintain and / or facilitate networks across all stakeholders including government, first responders, agencies, community service organisations, and residents to progress community safety, wellbeing, and inclusion initiatives.</li> <li>Undertake social research, data analysis, monitor current and emerging issues to provide accurate advice and recommendations and to influence decision-making, investment, strategy development, funding submissions and support new or emerging program directions and early practical responses.</li> <li>Work with the team to deliver agreed actions, programs and events arising from the Health and Wellbeing Strategy, including relating to family and gender-based violence, and supporting action plans.</li> </ul>
Capacity Development, Research and Advice	<ul style="list-style-type: none"> <li>Deliver consultative forums and events to highlight community safety and the role everyone plays in creating safe communities.</li> <li>Provide advice, information, and assistance cross organisationally on current and emerging issues impacting, or with potential to impact, safety to support equitable, accessible spaces, and to inform capital works projects, advocacy, and investment.</li> <li>Proactively raise safety issues of concern and represent Council in relevant forums and working groups.</li> <li>Recommend and participate in relevant approved campaigns that contribute to safer communities.</li> </ul>

### Administration and Corporate Responsibilities

- Prepare relevant reports, agendas, minutes and other administration.
- Receive, review and distribute progress reports and monitor contractor compliance and grant compliance/reporting relevant to community safety.
- Maintain awareness and compliance with relevant OHS legislation, Council policies and procedures.

### KEY WORKING RELATIONSHIPS



**Direct reports:** Nil

**Internal:** This role supports teams across Council, including Local Laws, Facilities, Capital Works, Parks, Economic Development, and Community Services like Youth, Families, MCH, and Libraries.

**External:** Victoria Police, Crime Stoppers, Neighbourhood Watch, community organisations such as Launch Housing (Stonnington Zero), Salvation Army (Street Team), community groups, residents, businesses and all levels of government

### REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

#### Accountability and extent of authority

- This position is responsible for implementing Council's Community Safety Plan. It has authority to provide advice and guidance to community groups and members, as well as engage stakeholders to ensure they receive the relevant information by social research and data analysis.
- The freedom to act is subject to regulations and policies and regular supervision. While decisions at this level may have significant impact, they are typically subject to review or appeal by the Coordinator Social Policy and Community Development.

#### Judgement and decision making

- Judgement and decision making will be informed by prior experience and guided by Council's policies, procedures and guidelines.
- Problem solving will draw on professional knowledge and experience to develop effective methods and solutions. Problems are often complex, and may involve new situations that require creativity, originality and personal judgement in the application of new approaches.
- Guidance and advice is usually available.

#### Specialised knowledge and skills

- Substantial experience developing and implementing policy and program responses to address community safety priorities.
- Solid understanding and demonstrated experience in delivering community capacity building initiatives.
- Strong research and analytical skills to make practical recommendations in line with resource capacity.
- Competent communicator with attention to detail and ability to work to timelines.
- Demonstrated skills in the design, implementation and evaluation of community-based project work.

#### Management Skills

- Skills in managing time, setting priorities, and planning and organising work efficiently.
- Understanding of personnel practices such as equal employment opportunity, occupational health and safety, and employee development with the ability to implement these practices effectively.
- Ability to manage resources relevant to the role to achieve objectives within set timelines and available resources.

#### Interpersonal skills

- High-level liaison and relationship building skills to establish and maintain networks and gain cooperation
- Well-developed verbal and written communication skills with the ability to prepare reports and presentations
- Self-aware team player with a persuasive style and ability to apply a strategic lens.

### Qualifications and Experience

- Tertiary qualifications in social science, public policy or related field
- Substantial experience in a similar role
- Demonstrated experience in community programs/development role with a strong commitment to social justice.
- Solid understanding and ability to undertake CPTED Assessments preferred.
- Experience working with, and understanding the needs of, diverse communities.
- Must possess a current Working with Children Check/Valid Police Check or be willing to obtain both prior to commencing employment
- This role may be required to complete routine medical checks, undergo fit to work testing, update their police check as necessary, and maintain a current Working with Children Check to ensure compliance with organisational policies and safeguarding standards.
- Current Victorian driver's licence, preferred

### Capability Framework: Level 2 Accomplished

Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions

Project Management	Develop skills in planning, executing, and overseeing projects by effectively managing resources, monitoring progress, and ensuring alignment with objectives and budgets for successful project completion.
Change	Drive organisational change by identifying opportunities for improvement, implementing new processes, and ensuring smooth transitions while engaging and supporting stakeholders.
Communication	Enhance communication skills to foster collaboration, clearly convey complex information, and effectively influence decisions while resolving conflicts and building strong relationships.
Good governance	Ensure adherence to policies, legal requirements, and ethical standards by making transparent, accountable decisions and mitigating risks through continuous evaluation and improvement.
Achievement	Achieve organizational goals by setting clear objectives, prioritizing tasks, and delivering results efficiently, while consistently striving for quality and continuous improvement
Leadership Impact	Lead teams by influencing strategic decisions, developing talent, fostering collaboration, and driving long-term organisational success through effective leadership and mentorship.

### WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, Equity, and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise   We are Responsive   We are Transparent   We are Consistent   We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability:	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

CITY OF STONNINGTON

# Position Description



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**Stonnington.**  
Work that matters.  
People who make  
a difference.

Review date:

August 2025