

POSITION DESCRIPTION

POSITION TITLE:	Connected Hume Partnerships Officer
DIVISION:	City Services & Living
DEPARTMENT:	Community Health & Wellbeing
SECTION:	Social Planning and Healthy Communities
CLASSIFICATION:	Band 6

POSITION OBJECTIVES:

The Connected Hume Partnerships Officer is responsible for driving the planning, delivery, partnership coordination, and reporting associated with Connected Hume: Building Thriving Neighbourhoods. The position works within the Social Planning and Healthy Communities (SPHC) Unit to deliver the Connected Hume project in line with the VicHealth Grant Agreement, the Partners in Place Plan, and the Council Plan 2025-2029 (which incorporates 'Municipal Public Health and Wellbeing Plan (MPHWP) and Disability Action Plan). Specific objectives of the position include:

- Lead the planning and delivery of Connected Hume project activities across priority Hume neighbourhood centres, applying a systems and equity-based approach to health and wellbeing
- Build and sustain a Place-Based Coalition of diverse community, government and sector partners to drive systems change for health and wellbeing, with a focus on First Peoples and Culturally and Racially Marginalised (CARM) communities
- Manage project reporting, milestone compliance and grant acquittal obligations in line with the VicHealth Grant Agreement and Partners in Place Monitoring, Evaluation and Learning (MEL) Plan
- Contribute to building a sustainable model for Place-Based prevention practice within the SPHC Unit that extends beyond reliance on VicHealth grant funding

KEY RESPONSIBILITIES AND DUTIES:

- Lead the development, coordination and submission of the Partners in Place Plan - including strategy, theory of change, annual approach and budget - in line with VicHealth milestones, timeframes and approval processes
- Coordinate the design and implementation of Connected Hume project activities aligned with VicHealth's Neighbourhood and Built Systems prevention priorities and the Council's Plan 2025-2029
- Coordinate Place-Based neighbourhood activation initiatives across sport, arts, events and learning in key Hume neighbourhood centres, working in partnership with community and sector partners
- Manage project budgets within the approved VicHealth budget framework, ensuring expenditure is tracked, acquitted and reported in accordance with the Grant Agreement and Council's financial policies
- Develop and submit annual approach and budget documents to VicHealth in line with the Milestone and Payment Schedule

- Proactively identify and manage risks and issues affecting project delivery, grant compliance or partnership commitments, escalating as appropriate

2. Partnership and Coalition Development

- Convene, coordinate and strengthen the Connected Hume Place-Based Coalition, comprising community leaders, government, non-government and sector partners, to drive collective action for health and wellbeing
- Develop and maintain productive partnerships with community organisations, neighbourhood centres, health and social services, schools, and other relevant stakeholders across the Hume municipality
- Represent Council at VicHealth collective sessions, capacity strengthening activities and inter-council forums as required under the Grant Agreement
- Engage with VicHealth's Research Learning Partner to support continuous multi-way learning, evidence generation and knowledge translation for the broader prevention sector
- Liaise with internal Council departments to align Connected Hume activity with Council priorities, programs and services
- Establish and maintain effective relationships with VicHealth and manage all contractual correspondence in a timely and professional manner

3. Community Engagement and Co-Design

- Lead community engagement processes with priority communities — particularly First Peoples and Culturally and Racially Marginalised (CARM) communities — to co-design neighbourhood activation initiatives and Place-Based health and wellbeing responses
- Develop culturally safe and inclusive engagement approaches that embed health equity principles in project design, delivery and governance
- Build community capacity and leadership to drive local action for health and wellbeing, fostering shared decision-making within the Place-Based Coalition
- Ensure meaningful participation of community leaders and members in governance structures and project activity, in line with VicHealth's equity requirements
- Analyse and interpret emerging community issues and trends relevant to the Connected Hume project and provide advice to the SPHC Coordinator as appropriate

4. Monitoring, Evaluation and Reporting

- Fulfil all VicHealth MEL Plan requirements, including data collection, reflective learning session participation, and contribution to program-level evaluation activities
- Prepare and submit milestone reports, deliverables and progress updates to VicHealth in line with the Grant Agreement Milestone and Payment Schedule, ensuring timely completion to protect payment triggers
- Coordinate preparation of audited financial acquittals in partnership with Council's Finance Department, meeting VicHealth submission deadlines
- Maintain accurate and complete project records, including financial records, meeting documentation and evidence of deliverable completion, in accordance with Grant Agreement record-keeping requirements

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- Provide regular internal progress reporting to the Coordinator SPHC, including for SPHC team dashboards and Yearly Council Annual Action Plan (CAAP) action tracking
- Support the Coordinator SPHC in preparing briefings, reports and correspondence for internal governance forums

5. Strategy and Policy Alignment

- Ensure all Connected Hume project activities align with the Council Plan 2025-2029, CAAP and relevant local, state, and federal policy frameworks
- Contribute to strategic planning and continuous improvement within the SPHC Unit, sharing learnings from Connected Hume with the broader team to inform future prevention investment
- Support the development of a sustainable operating model for Connected Hume that builds community and organisational capacity beyond reliance on VicHealth grant funding
- Perform environmental scanning to identify relevant policy directions, emerging issues, and best practice from other councils, government and organisations working in Place-Based prevention

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator Social Planning and Healthy Communities
Supervises:	Volunteers (when required) Project staff (when required)
Internal Contacts:	• Social Planning and Healthy Communities (SPHC) Unit • Community Health & Wellbeing • Community Capacity Building (CCB) Unit • Family Youth and Children • City Lifestyle • Economic Development • Finance Department • Strategic Communications • Government Relations and Advocacy • Organisational Performance & Strategy • City Strategy • Other Council Departments as Required
External Contacts:	• VicHealth (Victorian Health Promotion Foundation) • VicHealth Research Learning Partner • State and Federal Government Departments • Non-government agencies • Other Local Governments • Place-Based Coalition partners • First Peoples communities and organisations

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct
- Contributing expert advice to the development, implementation and continuous improvement of relevant project documentation including the Partners in Place Plan, annual approaches, budgets, MEL framework and acquittal reporting
- Maintaining accurate and complete records relating to the Connected Hume project in accordance with Council's records management requirements and the Grant Agreement's seven-year record retention obligation
- Actively contributing to a positive, collaborative and inclusive team culture within the SPHC Unit and broader Community Health and Wellbeing department
- Identifying and escalating risks, issues or emerging matters that may affect project delivery, grant compliance or Council's obligations under the VicHealth Grant Agreement in a timely manner
- Freedom to act set by clear objectives and/or budgets with regular reporting to ensure adherence to goals and objectives

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Independent decision-making regarding project work priorities, problem solving, dealing with issues and taking action within the scope of the VicHealth Grant Agreement and Council's policies
- Innovation, initiative and creative approaches to Place-Based community engagement and coalition building
- Collaboration with the Place-Base Coalition to co-design and deliver project activities that advance the goals of the Connected Hume Partners in Place Plan
- The incumbent works with a degree of autonomy, with support available from the Coordinator SPHC as required.
- Exercising sound judgement in managing stakeholder relationships, community engagement activities and day-to-day project decisions within the scope of the role, with matters outside delegated authority referred to the Coordinator, Social Planning and Healthy Communities. Guidance is usually available

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SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Knowledge and understanding of the long-term goals of Place-Based approaches to health promotion, prevention and community development, including systems thinking and health equity principles
- Understanding of VicHealth's Partners in Place program, prevention systems framework and Monitoring, Evaluation and Learning (MEL) requirements (or demonstrated ability to rapidly acquire this knowledge)
- Demonstrates the ability to plan, prioritise and deliver multiple workstreams within defined timeframes and budget parameters
- Understanding of grant management processes, including milestone reporting, financial acquittal and contractual compliance
- Proficiency in Microsoft Office applications including Word, Excel and Outlook
- Demonstrates the ability to work respectfully and effectively with First Peoples and CARM communities, applying culturally safe engagement practices

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Plan, organise and manage project workstreams, budgets and timelines to ensure all VicHealth Grant Agreement milestones and deliverables are met within agreed timeframes
- Manage project budgets and track expenditure to ensure resources are allocated, reported and acquitted in accordance with the Grant Agreement and Council's financial policies
- Coordinate the work of others in a project and coalition context, including setting clear expectations, assigning tasks and following up on deliverables to maintain project momentum and accountability
- Identify, assess and escalate project risks, issues and emerging compliance matters in a timely and structured manner, with recommended mitigation actions
- Provide guidance, direction and support to community partners and coalition members to build shared accountability and drive collective progress toward project outcomes
- Manage competing priorities and adapt plans in response to changing project demands, stakeholder needs or grant requirements, exercising sound judgement with minimal supervision
- Prepare and present high-quality project documentation including milestone reports, plans, budgets and briefings that meet VicHealth and internal Council requirements
- Maintain professionalism, integrity and confidentiality across all aspects of the role, including in the management of sensitive community, financial and contractual information
- Produce all project communications and materials to a high standard, ensuring content is inclusive, culturally appropriate and reflective of the diversity of the Hume community

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INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Building and maintaining effective working relationships characterised by mutual respect and honesty with community members, partner organisations, VicHealth, other Council departments, and all external stakeholders
- Ability to work independently or as part of a team, exercising initiative and good judgement
- Excellent written and verbal communication skills, including the ability to write project plans, milestone reports, grant submissions, briefs and community-facing materials, and to communicate clearly across diverse audiences
- Ability to facilitate meetings, workshops and community engagement sessions and build shared understanding and commitment among diverse stakeholders
- Actively participate in relevant networks, communities of practice and VicHealth capacity strengthening activities, and bring learnings back to the SPHC Unit

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary or higher degree in Public Health, Health Promotion, Community Development, Social Planning, Project Management or a relevant field; or lesser formal qualifications with significant relevant experience
- Demonstrated experience planning and delivering community-based projects or programs within a health, social services, local government or community sector context
- Demonstrated experience engaging with First Peoples and/or CARM communities using culturally safe, co-design approaches that meaningfully involve priority communities in the planning, design and delivery of Place-Based initiatives
- Experience in stakeholder engagement and partnership coordination across government, non-government and community organisations
- Experience in grant or program reporting, monitoring and evaluation, including milestone management and financial acquittal (desirable)
- Knowledge of local government operations and planning frameworks (desirable, not essential)
- Current driver's licence

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ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	We're better, every day We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.
	We're in it together At Hume, everyone matters. We welcome and include all. Respect and safety are expected.
	We show up We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.
	All for Hume We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

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WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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POLICE CHECK: The incumbent must have and maintain a current Police Check	☒ YES ☐ NO
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	☒ YES ☐ NO
PRE-EMPLOYMENT MEDICAL CHECK - The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) - The incumbent must undergo a Pre-Employment Audio Test	☐ YES ☒ NO ☐ YES ☒ NO
PSYCHOMETRIC ASSESSMENT The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	☐ YES ☒ NO

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	☐	☐	☐	☒
– below 10kgs	☐	☐	☒	☐
Manual handling frequency	☐	☐	☒	☐
Repetitive manual work	☐	☐	☐	☒
Repetitive bending/twisting	☐	☐	☒	☐
Repetitive kneeling/squatting	☐	☐	☐	☒
Working with arms above head	☐	☐	☐	☒
Lifting above shoulder height	☐	☐	☐	☒
Using hand tools – vibration/powered	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☐	☐	☒
Wearing hearing protection	☐	☐	☐	☒
Wearing eye protection	☐	☐	☐	☒
Wearing safety shoes/boots (steel cap) / gum boots	☐	☐	☐	☒
Wearing other relevant PPE	☐	☐	☐	☒
Working in dusty conditions	☐	☐	☐	☒
Working in wet/slippy conditions	☐	☐	☐	☒
Working with chemicals/solvents/detergents	☐	☐	☐	☒
Washing hands with soap (hygiene)	☐	☐	☐	☒
Working at heights	☐	☐	☐	☒
Working in confined spaces	☐	☐	☐	☒
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☒	☐	☐	☐
Working on a keyboard	☒	☐	☐	☐
Driving cars and/or trucks	☐	☐	☒	☐
Other (please specify)	☐	☐	☐	☐
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Tertiary or higher degree in Public Health, Health Promotion, Community Development, Social Planning, Project Management or similar field; and relevant experience, or lesser formal qualifications with significant experience.
2. Demonstrated experience in planning and delivering community-based projects or programs, including managing multiple workstreams, competing priorities and defined reporting timeframes.
3. Demonstrated experience in stakeholder engagement and partnership coordination with a diverse range of community, government, non-government and sector organisations.
4. Experience engaging with First Peoples and/or Culturally and Racially Marginalised (CARM) communities in a culturally safe and respectful manner, including demonstrated experience applying co-design principles and practices to ensure priority communities are meaningfully involved in the planning, design and delivery of Place-Based health and wellbeing initiatives
5. Demonstrated experience in grant or program reporting, monitoring and evaluation, including milestone management, data collection and financial acquittal processes.
6. Knowledge of local government operations, planning frameworks and the community health or wellbeing sector (desirable, not essential).
7. Demonstrated ability to review, develop and implement systems and processes to enhance project delivery
8. Highly developed written and verbal communication skills including an ability to write project plans, milestone reports, grant submissions, briefings and community-facing materials.

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