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| <b>Position Title:</b> Community Engagement Professional   | <b>Entity:</b> Independent Living Assessment Inc (iLA) |
| <b>Reports to:</b> Acting Healthy Ageing Manager   | <b>No of Direct Reports:</b> 0                         |
| <b>Industrial Instrument / Job Level:</b> Common Law Contract - Tier 4 Professional  | <b>Primary Location:</b> East Perth or Interstate      |
| <b>Position Requirements</b>   |  |
| <p><b>Primary Purpose</b></p> <p>The Community Engagement Professional will drive awareness, take up and ongoing use of the digital suite through grass roots community activation activities across Australia; building and managing enduring professional relationships with stakeholders and community partners; plan and coordinate participation in community events and activities, and gather local content to support development of the the LiveUp website service directory.</p> <p>The role will require travel within the Community Engagement Professionals home state and may include some interstate travel.</p>  |  |
| <p><b>Key Accountabilities/Responsibilities</b></p> <p><b><u>Health Safety Wellbeing &amp; Environment</u></b></p> <ul style="list-style-type: none"> <li>• Comply with all health, safety and hygiene policies, systems, and WHS legislation to maintain an appropriate working environment</li> <li>• Ensure all incidents, accidents, injuries, hazards, or property damage are reported and managed. Identify and implement safety improvements working collaboratively with the Work Health and Safety program.</li> <li>• Contribute to developing and nurturing a culture that supports wellbeing.</li> </ul> <p><b><u>Functional – Community Engagement</u></b></p> <ul style="list-style-type: none"> <li>• Work collaboratively to implement the community engagement strategy plan for the LiveUp digital suite of solutions using health promotion strategies.</li> <li>• Promote LiveUp digital suite of solutions and how they support ageing well principals</li> <li>• Represent ILA at conferences, seminars, expos and other forums</li> <li>• Identify opportunities for partnerships with local ambassadors, representatives from local government area's and other key stakeholders.</li> <li>• Have an in-depth knowledge of LiveUp suite of solutions, their application and keep abreast of updates and changes to them.</li> <li>• Incorporate codesign across all stakeholder engagement activities where possible, ensuring user experiences inform LiveUp development and enhancement activities.</li> <li>• Build internal and external working relationships with a broad range of key stakeholders.</li> <li>• Work with team to identify strategies to increase uptake of LiveUp suite of solutions</li> <li>• Maintain up-to-date and accurate records in relations to all engagement activities in CRM platform.</li> <li>• Collect information on service providers, local events and activities to increase the website service directory</li> <li>• Contribute to the e-newsletters and other marketing tools.</li> </ul> <p><b><u>People &amp; Culture</u></b></p> <ul style="list-style-type: none"> <li>• Participate actively, and work closely and constructively, to deliver integrated business outcomes</li> <li>• Ensure cultural optimisation through engaging in fit-for-purpose cultural programs.</li> </ul> |  |

- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace.

**Budgeting & Administration**

- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures
- Ensure all documentation and associated processes are maintained and accessible in appropriate formats and designated locations

**Key Performance Indicators & Measures**

*Indicators of effective performance in the position. KPI's are to be SMART goals. They are identified in the PDR to be specific to the individual teams and the position in a specified point in time. .*

**Key Relationships**

*Key positions or groups with whom the individual will interact to perform the work of the position.*

**Internal**

- Community and Sector Development Team
- Colleagues delivering the LiveUp initiative
- General Manager - iLA
- All other teams in the organisation

**External**

- Government representatives and departments (in particular local)
- Consultants and advisors, peak bodies
- Community service providers and groups
- Small & medium enterprises
- Suppliers and vendors
- Corporate customers,

**Key Behaviours**

Behavioural competencies or 'behaviours' are effectively attributes we display as we carry out our work, and 'how'. Below identifies **KEY** competencies (**6-12 key to the role**) integral to the success of this position and the organisation. For this job classification level key competencies critical for success will be primarily be in Operational Behaviours.

[Strategic Behaviours](#)

[Leadership Behaviours](#)

[Operational Behaviours](#)

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| <input type="checkbox"/> Aligning Performance for Success<br><input type="checkbox"/> Analytical Thinking<br><input type="checkbox"/> Critical Thinking<br><input type="checkbox"/> Building Strategic Working Relationships<br><input type="checkbox"/> Change Management<br><input type="checkbox"/> Innovation & Creativity<br><input type="checkbox"/> Leading through Vision & Values<br><input type="checkbox"/> Strategic Decision Making   | <input type="checkbox"/> Adaptability/ Agile Approach<br><input checked="" type="checkbox"/> <b>Building Customer Loyalty</b><br><input checked="" type="checkbox"/> <b>Building Partnerships</b><br><input type="checkbox"/> Leading the Team – people centric<br><input type="checkbox"/> Coaching/developing others<br><input type="checkbox"/> Delegating Responsibility<br><input type="checkbox"/> Decision Making<br><input type="checkbox"/> Information Monitoring<br><input type="checkbox"/> Influencing /Negotiation<br><input type="checkbox"/> Managing Conflict<br><input type="checkbox"/> Project Management<br><input type="checkbox"/> Digital capability<br><input type="checkbox"/> Business Acumen<br><input type="checkbox"/> Growth mindset<br><input type="checkbox"/> Stakeholder engagement<br><input type="checkbox"/> Stress Tolerance/Resilience | <input type="checkbox"/> Applied Continuous Learning<br><input checked="" type="checkbox"/> <b>Marketing &amp; Comms</b><br><input checked="" type="checkbox"/> <b>Build Trust</b><br><input type="checkbox"/> Communication<br><input type="checkbox"/> Client Liaison<br><input checked="" type="checkbox"/> <b>Demonstrates Initiative</b><br><input type="checkbox"/> Energy<br><input type="checkbox"/> Formal Presentation<br><input checked="" type="checkbox"/> <b>Gaining Commitment</b><br><input type="checkbox"/> Legislative & Industry Standards<br><input type="checkbox"/> Organisation & Self -Management<br><input type="checkbox"/> Quality & Work Standards (including clinical or/ and technical)<br><input checked="" type="checkbox"/> <b>Results Focused</b><br><input type="checkbox"/> Safety & Environmental Excellence<br><input checked="" type="checkbox"/> <b>Teamwork</b><br><input type="checkbox"/> Tenacity |                                   |                                   |  |   |
| <b>General Assessed</b>  |  |  |                                   |                                   |  |   |
| Impact   | Technical / Professional Knowledge   | Job Fit  | Organisational Fit                |                                   |  |   |
| <b>Work Related Requirements</b>   |  |  |                                   |                                   |  |   |
| <p><b>Knowledge &amp; Skills (Social, Personal &amp; Technical) &amp; Equipment</b></p> <p><i>The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position</i></p> <ul style="list-style-type: none"> <li>• Demonstrated experience engaging with a broad range of key stakeholders, identifying opportunities for collaboration and influencing their decision-making.</li> <li>• Community event planning and coordination skills.</li> <li>• Sound ICT skills including Microsoft office suite and experience using databases/Customer Relationship Management (CRM) systems</li> <li>• Strong interpersonal and communication skills including reporting writing, and presentation and group facilitation skills</li> <li>• Ability to work autonomously and remotely to achieve goals within agreed timeframes</li> </ul> |  |  |                                   |                                   |  |   |
| <p><b>Work Experience</b></p> <p><i>The type and extent of previous work experience that is necessary to perform in the position</i></p> <ul style="list-style-type: none"> <li>• Role/s in similar position and/or industry, with exposure to most functional areas encompassed by this role</li> <li>• Community and stakeholder engagement experience</li> </ul>  |  |  |                                   |                                   |  |   |
| <b>Clearances, Licences or Registrations</b>   |  |  |                                   |                                   |  |   |
| Police Check<br><input checked="" type="checkbox"/>  | WWC<br><input type="checkbox"/>  | Covid-19 Vaccinations<br><input type="checkbox"/>  | AHPRA<br><input type="checkbox"/> | NCCHC<br><input type="checkbox"/> | Drivers Licence<br><input checked="" type="checkbox"/> | Other (specify)<br><input type="checkbox"/> |
| <b>Qualifications</b>  |  |  |                                   |                                   |  |   |



In health promotion, community development, community relations, social work, communications or a related discipline (or) significant relevant industry and positional experience

**Extent of Authority**

Authority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader.

Prepared & Approved By: Sarah Easton

Date Reviewed/Modified: 11/07/2022

\*All PDs should be sent to P&C for approval and uploading to sharepoint

Related Documents: **PD Work Instructions, Behaviours Guide**

**Risk Assessed Role (NDIS Worker Screening Check) No not required**

Date the role was assessed: 1/02/2022 Assessed By: Lisa Karabin, People & Culture Manager