



Stakeholder Engagement Coordinator

Level 5

Role Statement

This position is a critical role in the Media Communications and Engagement team, assisting the executive and staff to plan, develop, implement and evaluate a range of community engagement activities for the Commissioner for Children and Young People.

This position delivers project planning and budgeting, management of contracts and services, marketing, and evaluation for a range of community engagement activities including:

- planning and delivering workshops, forums and seminars
- coordinating strategic award and partnership agreements
- coordinating the Commissioner's metropolitan and regional visits
- preparing and editing briefings, reports, correspondence and resources promoting the voices of children and young people.

In keeping with the overall approach of the Commissioner's office, children and young people will be involved in relevant activities, including the planning and evaluation phases.

Responsibilities

Community and stakeholder engagement

- Creates well-presented and supported community engagement activities across a wide range of themes and audiences.
- Provides cost effective management of community engagement activities.
- Develops quality resources to assist in the promotion of community engagement activities.
- Effectively collaborates with and involves of a range of appropriate partners and stakeholders.
- Coordinates partnership and sponsorship agreements with industry, non-government and government organisations.
- Meaningfully involves children and young people, using age appropriate mechanisms, in the work and projects of the Commissioner's office.
- Supports the coordination of the Commissioner's consultation activities with a range of community representatives, including children and young people.

Communications

- Development of quality resources for a variety of audiences, to highlight the voices of children and young people and the community engagement activities of the Commissioner.

- Development of written content and publications to support the Commissioner's events and projects.
- Successful promotion and reinforcement of the themes and messages of the Commissioner.

Working relationships

- Develops and sustains networks in the public, private and non-government sectors and works cooperatively and positively with all stakeholders.
- Applies effective and appropriate negotiation methods suited to a range of audiences with an ability to influence outcomes.

Other

- Maintains an awareness of issues affecting children and young people.
- Undertakes other duties as required.

We are committed to

The safety of children and young people

Children and young people are entitled to live in a caring and nurturing environment and to be protected from harm and exploitation. Children and young people should be safe, feel safe and be respected wherever they are. The Commissioner for Children and Young People prioritises the safety and wellbeing of children and young people in all work of the office and in our work with other organisations.

We have an ongoing cycle of assessment, action and reflection in place and regularly review, update and refine policies and practices to assess their effectiveness and strive for excellence. We involve children and young people and their families in developing and reviewing our work.

Diversity

The Commissioner for Children and Young People and staff recognise, value and embrace the diversity of our Western Australian community, including our differences in culture, ethnicity, religious beliefs, sexuality, gender identity, age, abilities and life experiences. We are committed to providing an inclusive and respectful workplace for all staff.

Integrity

It is non-negotiable that the Commissioner for Children and Young People and staff act in the interest of the Western Australian community, and especially in the interests of children and young people each and every day through the decisions we make, the policies we enact and adhere to, and by the actions we take. It is our intention that our policies and procedures demonstrate how we act in an honest and transparent manner, which forms a basis for our reasoned decision-making effected without bias utilizing fair and objective processes.

Selection Criteria

Essential

1. Demonstrated effective, well-developed project management skills.
2. Demonstrated experience in planning, delivering and evaluating complex community engagement activities.
3. High-level written, oral and interpersonal communication skills.
4. Demonstrated experience in stakeholder engagement, including building effective relationships across a broad cross-section of government and community sector organisations.

5. Demonstrated ability to develop and maintain positive working relationships in a small office environment.

Desirable

1. Experience working with and engaging children and young people.

Reports to	Manager Media Communications and Engagement (016498)
Leads	0 people
Location	Boorloo (Perth, WA)
TRIM reference	23/2154