

# Business Coordination and Policy Officer

**Location: Lonsdale Street, Melbourne**

**Salary: \$82,574 to \$93,689 + super.**

**Position No: 822354**

- Develop and manage LGV business systems to respond to Ministerial and Executive needs
- Manage and continually improve LGV's ministerial briefing, correspondence, cabinet and parliamentary business processes
- Providing strategic and operational advice on local Government matters that is supported by research and analysis

The Business Coordination and Policy Officer, Policy and Strategy is responsible for supporting Local Government Victoria to ensure it delivers on DELWP's and the Victorian Government's objectives

*We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and delivering services to Victorian communities. All jobs can be worked flexibly and we encourage job applications from Aboriginal people, people with disabilities, young people and people from culturally diverse backgrounds.*

An opportunity exists to enhance business coordination in Local Government Victoria, develop and manage business systems to respond to Ministerial and Executive needs, and provide advice on local Government matters. LGV is looking for candidates who thrive in a dynamic and challenging environment, seek to improve business capability and delivery together with a high performing team, and are committed to delivering for stakeholders and Victorians.

The Business Coordination and Policy Officer will provide strategic and operational advice on local Government matters that is supported by research and analysis; collaborate with state and local Government colleagues to enable a more effective and efficient system of local Government in Victoria; and manage the working relationships that enable LGV's business operations to be effective and efficient.

The successful candidate will ideally have local Government experience and a relevant qualification to the role.

This is a fixed term position available until 2 August 2019.

To be considered for this position, your application should include a supporting statement demonstrating that you meet the key selection criteria and any job requirements specified in the position description.

**To apply online and for further information on position description and selection criteria visit**

**[www.careers.vic.gov.au](http://www.careers.vic.gov.au)**

**Applications close at midnight Tuesday 16 October 2018.**