



City of
STONNINGTON

Facilities Program Support Officer

- Salary: \$73k to \$84k per annum + monthly ADO + Superannuation
- Permanent Full Time
- ADO, Community Setting, Prahran Location

We are building a safe and inclusive culture where our people are empowered to deliver their best work. Embracing innovation and change, we continually deliver richer and higher quality services to a vibrant, diverse and iconic municipality. We are passionate and energetic, working as one team to build a healthy, prosperous and sustainable community. Progress is important to us, and we and make it a priority to invest in our people's wellbeing, growth and development.

As a Facilities Program Support Officer, some of your day-to-day duties will include:

- Ensure the effective functioning of Grattan Gardens Community Centre, including building maintenance, car parking, security, cleaning, room hire, and preparation and maintaining the bookings system.
- Provide administrative support including CALD community groups in relation to grants, accountability forms, telephone support, correspondence, governance support and conflict resolution
- Maintain administrative systems; statistical information and develop reports and correspondence as required
- Support delivery of programs, community consultation and evaluation to ensure delivery of a contemporary and appropriate mix of social programs

To succeed in this position you will need:

- Strong administrative and project management skills and a proven ability to manage a reception area and create high quality reports, correspondence and promotional material
- Good communication and conflict resolution skills, with an ability to build rapport with diverse stakeholders
- Highly organised and able to work with community groups to assist them meet regulatory and funding requirements
- Experience working in autonomously in demanding and busy community setting.
- Experience in community development, business administration or another relevant discipline considered an advantage

City of Stonnington is a child safe and equal opportunity employer committed to an equitable, diverse and socially inclusive work environment and a positive, barrier-free recruitment process. We actively encourage applicants from an Aboriginal and Torres Strait Islander heritage, people living with disability, LGBTIQ+ and people from culturally diverse backgrounds to explore the opportunity of a career at the City of Stonnington. If you have any support or access requirements, or would like to speak to someone about employment or an alternative processes, please contact Council's Talent Acquisition team on 8290 1333.

Work for Stonnington today. Work that matters. People who make a difference.

Submitting your application

We are no longer using Position Descriptions or Key Selection Criteria. Please use your cover letter to demonstrate to us that you can 'deliver' the aspects of the role and that you have got what is needed to 'thrive'. These are the top two sections in the Success Profile below. You do not need to have a heading of each point or address each point individually. Recommended no more than 2 pages for your cover letter.

If you have any support or access requirements, or would like to discuss an alternative application process please contact a member of the Talent Acquisition Team 8290 1333.

To be eligible to apply for this position you must have an appropriate Australian or New Zealand work visa.

For further information on how to apply contact the Council's Recruitment Officer on Ph: 03 8290 1333.

For position related queries, please contact Julie Fry on Ph: 0438438285.

Applications close 07/02/2021

CLICK TO
VIEW THE
POSITION
DESCRIPTION
AND A LINK
TO APPLY