

Benalla Rural City Council Employment Information Pack

Project Manager -
Community Development
Fund Temporary Full-Time
December 2026

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benalla.vic.gov.au

Information Pack

Project Manager – Community Development Fund Temporary Full-Time

Thank you for your interest in applying for the position Temporary Project Manager – Community Development Fund with the Benalla Rural City Council

This information package includes the following documents:

- Employment Details
- Benefits of working with Benalla Rural City Council
- Position description including the 'Key Selection Criteria'.
- 'How to Apply'
- Application Cover Sheet

For general details of the Council, please refer to the following web site: www.benalla.vic.gov.au

For further information about the position and a confidential discussion, please contact Manager Economic Development and Sustainability, Courtney Naughton on 03 5761 2211.

If you wish to apply for this position, please refer to '**How to Apply**' notes at the end of this document.

Employment Details for the Position

Status:	Temporary Full-Time
Location:	The position will be based at Benalla Community Care – Ray Sweeney Centre
Agreement:	Benalla Rural City Council Enterprise Agreement 2021.
Classification:	Band 7
Payment Details:	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit.
Superannuation:	<p>Council will contribute 11.5% of salary to a complying superannuation fund nominated by an employee.</p> <p>If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.</p>
Long Service Leave:	<p>Three (3) months after ten (10) years of service.</p> <p>Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service.</p> <p>LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.</p>
Professional Development:	Council recognises the importance of the employee maintaining adequate level of skill and will allow for appropriate training opportunities.

Benefits of working with the Benalla Rural City Council

Working at Benalla Rural City Council, you will be rewarded with flexible working arrangements, work/life balance, an attractive salary, study assistance programs and an encouraging and supportive work environment.

As the Council provides a diverse range of services to the Benalla community, employment opportunities can vary from Administration, Engineering, Planning and Management with the majority of staff working on a full-time basis and the remainder part-time and casual.

Family Friendly and Flexible Working Arrangements

- 14 Weeks paid maternity leave
- 2 weeks paid paternity leave
- Ability to purchase leave

Employee Assistance Program (EAP)

- Telus Health is Council's preferred EAP supplier
- Designed to help staff deal with any work related or personal problems
- Confidential

Professional Development

- Committed to developing staff by strategically identifying, developing and evaluating learning opportunities
- Access to learning opportunities will be based on corporate, team and individual needs and developments

Equal Employment Opportunity

Benalla Rural City Council aims to provide a workplace that is free from any form of discrimination, bullying and harassment.

All forms of harassment and bullying are unacceptable and we are committed to creating an environment in which harassment and bullying are not tolerated at any level.

Child Safe

Benalla Rural City Council is committed to creating and maintaining a child safe organisation. Protecting children and young people and preventing and responding to child abuse is embedded in the everyday thinking and practice of our organisation.

Benalla Rural City Council encourages and supports the participation and empowerment of all children and young people and recognises that the safety of our children is a whole of community responsibility and is everyone's business.

Benalla Rural City Council has zero tolerance to child abuse.

Code of Conduct

The purpose of the Staff Code of Conduct is to provide staff with guidance on, and an understanding of the values and standards of behaviour that apply to all Council staff in their daily work activities. It is essential that the Council's affairs are conducted legally, ethically and with the highest standards of integrity and professionalism. These are the values and standards upon which the Council's reputation has been built and will continue to be based. Adherence to these values is fundamental to further building on the partnership and trust between the Council and the community.

Project Manager Community Development Fund Position Description

Classification	Band 7
Division	Corporate
Department	Economic Development and Sustainability
Reports to	Manager Economic Development and Sustainability

Position Objectives

The role will oversee the project management of the next stages progressed following the development of the Local Development Strategy (LDS).

Key Responsibilities

Project Management

- Be accountable for the successful delivery and completion of the project/sub-projects within resource, timeline and budget parameters.
- Prepare communication products and reports consistent with the project vision and strategy.
- Manage risks and escalate issues as they arise.
- Perform other duties as directed in accordance with the responsibility and skills level of the position.

Stakeholder engagement and collaboration

- Build and maintain positive relationships with key stakeholders to facilitate a partnership approach.
- Design and maintain engagement plans and communication strategies.
- Initiate and manage negotiations to gain commitment to activities and agreements.
- Work with the local community and state and local government agencies.
- Oversee organisation of events and take on hosting duties.

Collaboration and learning

- Adopt the Smart Specialisation (S3) “way of working” which includes working collaboratively with industry, government, education/training and community.
- Support participants to work with the Smart Specialisation approach, including inquiry and evidence stages of the work.
- Work directly with relevant local partners.

Key Responsibilities cont

Research

- Facilitate the research and analysis required for each Local Development Strategy project chosen for further development.
- Bring innovation project scopes.

Communication

- Provide project updates and actively participate in a range of governance groups and committees.
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Key Selection Criteria

- Relevant professional qualifications and/or significant experience in project management of strategies plans in an economic environment.
- A track record of community based economic development, change management, regional renewal, liaising and negotiating with government agencies and small to medium enterprises.
- Proven communication and engagement skills.
- A sound understanding of the Benalla region/and or a rural city and its growth opportunities.

Qualifications and Experience

- Degree or diploma qualification in project managements business, planning or economic development. Alternatively, lesser formal qualifications with extensive and diverse experience or intensive specialist experience relevant to project management in an economic environment.

Our Guiding Principles

Benalla Rural City Council recognises that great organisations are built on shared and demonstrated values. All Council staff are expected to demonstrate commitment and act in accordance with the following guiding values.

- **Fairness, Equity and Respect:** Lead by example to build an inclusive workplace that recognises and encourages the value in everyone.
- **Leadership:** Embracing, encouraging, and recognising effective leadership at all levels.
- **Continuous Improvement and Innovation:** Consistently finding better ways of delivering services and value.

Occupational Health and Safety

- Comply with all requirements of the OHS Management System and legislation.
- Work safely and not place at risk the health and safety of other workers or the public.
- Actively contribute to the hazard identification process.

Risk Management

- Understand and observe the Risk Management Policy, Framework and related procedures.
- Immediately notify their supervisor of any incidents, risks or recommendations for risk management of which they become aware.
- Report any illness, injury, hazard, damage to Council property or assets, near miss or incidents and losses as soon as they are detected to their supervisor.

Child Safety

- Ensure the behaviors and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe policy.

Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.

Accountability and Extent of Authority

- Responsible for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- Responsible for providing specialist advice and to regulate customers, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual customers or classes of customers.
- Input into policy development and formulation within the area of expertise, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.
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Judgement and Decision Making

- The nature of the work is specialised with methods, procedures and processes developed from the theory or precedent. Ability to problem solve using the application of these established techniques to new situations and ability to recognise when these established techniques are not appropriate.
- Requirement to identify and analysis an unspecified range of options before a recommendation can be made into policy formulation.
- Guidance is not always available within the organisation.

Specialist Knowledge and Skills

- Manage and monitor the impact and risk of a program, project or issue on people or organisations with a vested interest.
- Deeply analysis and understand the differing interests and vantage points of stakeholders when developing initiatives.
- Identifies and responds to stakeholders' organisational context to ensure outcomes are achieved.
- Communicates effectively with different audiences, at different levels, in different contexts adapting their style as needed.
- Thinks with originality with a focus on continuous improvement. Draws on a range of information sources to identify new ways of doing things.
- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding of organisational values and the legal and political context.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures.
- Be innovative, flexible and adaptive when managing relationships, activities and problem solving. Draw on a range of information sources to identify new ways of doing things.

Management Skills

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and an ability to implement personal practices including those related to equal opportunity, occupational health and safety and employees development.
- Supervise and provide guidance and support to staff.

Interpersonal Skills

- Ability to gain co-operation and assistance from customers, members of the public and other employees in the administration of defined activities in the supervision of other employees.
- Excellent verbal communication skills and the ability to communicate with a range of stakeholders including executive management, managers and employees confidently and professionally.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the organisation to resolve intra-organisational problems.
- Well developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.

Terms and Conditions

The Project Manager- Community Development Fund is classified as a Band 7 in accordance with the *Benalla Rural City Council Enterprise Agreement 2021*. The salary range for this position is within Band 7 plus superannuation in line with legislation per annum commensurate with qualifications and experience. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the *Victorian Local Authorities Award 2001* and the *Benalla Rural City Council Enterprise Agreement 2021*.

Signatures

Employee

Manager:

Name:

Name:

Signed:

Signed:

Date:

Date:

Position – Inherent physical requirements				
Summary – Manage the implementation of the community development fund.				
<i>Physical Demands of the Role</i>				
Physical Demands of the Task and % of time allocated	NEVER 0%	OCCASIONAL 1-30%	FREQUENT 31%-60%	CONSTANT 61%-100%
Sitting			✓	
Driving		✓		
Standing		✓		
Walking		✓		
Steps / Stairs		✓		
Squatting		✓		
Kneeling		✓		
Looking Up		✓		
Looking Down		✓		
Bending Spine Forwards	✓			
Bending Spine Backwards	✓			
Working with hands above shoulder height	✓			
Reaching forwards or sideways	✓			
Gripping or Grabbing	✓			
Fine Hand Coordination	✓			
Lifting from Floor to Waist	✓			
Lifting at waist height	✓			
Lifting from waist to overhead	✓			
Carrying equipment e.g., tools, plants etc	✓			
Pushing	✓			
Pulling	✓			
Exerting force with one hand or one side of the body e.g. digging	✓			
Holding, Supporting or Straining	✓			
Adaptive Device(s) Available	Description of their use			
Ergonomic assessment of office workstation (For office based positions)	Minimise effects of long periods of sitting			
Ergonomic Chair (For office based positions)	Minimise effects of long periods of sitting			

How to Apply

These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application.

Application Cover Sheet

Please ensure you complete the 'Application Cover Sheet' and include in your application. The personal information collected on this form will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information.

Addressing Key Selection Criteria

The Key Selection Criteria is listed in the Position Description. Each criterion must be addressed and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application for the above position. It is up to you to demonstrate that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.

Applications

- Ensure that you have read the position description and understand the requirements of the position
- Your application should include:
 - Application Cover Sheet
 - A covering letter
 - A document addressing the key selection criteria
 - A current resume

All applications will be treated with the strictest confidentiality and are to be submitted by email to: employment@benalla.vic.gov.au

Alternatively, you may post your application to;

“Private and Confidential”
Rhonda McDonald
Human Resources Coordinator
Benalla Rural City Council
PO Box 227
BENALLA VIC 3671

*Please use a paperclip to secure all documents; **do not staple your application** or enclose your application in a folder.*

Applications close: **5pm Friday 23 May 2025.**
Please Note: Late Applications cannot be accepted.

Application Cover Sheet

Position Applied for: _____

Note: Applicants are required to respond to the Key Selection Criteria in their applications

Full Name: _____

Address: _____ Suburb: _____

State: _____ Post Code: _____

Email Address: _____

Phone: _____ Mobile: _____ Other: _____

Do you have?

Current Driver's License Y/N

Current First Aid Certificate Y/N

Current Police Check (not more than 6 months old) Y/N

Are you willing to undertake a Police Check if required? Y/N

Have you completed the attached **Professional Referees** form? Y/N

Have you read and understood the **Position Description**? Y/N

Have you read 'How to Apply' instructions in the Information Pack? Y/N

What is your availability to work e.g. hours, days and date of commencement? (Applicable for part time only)

Where did you see this position advertised?

****** Don't forget to attach your Resume and address the Key Selection Criteria ******

Privacy Act Information and Declaration

The personal information requested on this form is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

Professional Referees

I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

Name of Referee (Direct Manager if possible)	Company and Position	Contact Phone Number
1.		
2.		
3.		

I confirm that the above referees have been contacted by me and have consented to acting as referees on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in the Benalla Rural City Council not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Benalla Rural City Privacy Act Policy and *Victorian Information Privacy Act 2000*, including the provision of access to that information.

Name of Applicant:

Signature:

Date:

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