



Position title:	Community Liaison Officer
School/Directorate/VCO:	Academic Support and Services Directorate
Campus:	Gippsland Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 6 range
Time fraction:	Part-time
Employment mode:	Fixed-term employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period
Further information from:	Professor Louisa Remedios, Professor and Discipline Lead, Physiotherapy Telephone: 03 5122 6287 Email: l.remedios@federation.edu.au
Recruitment number:	JR100024

Position summary

The Community Liaison Officer plays an integral role in the delivery and success of the Connecting our Communities with Federation University’s Physiotherapy Virtual Care Clinic Project (FUPVCC). Working collaboratively with Latrobe Health Assembly (LHA), Community organisations and sector representatives this role will be responsible for the mapping, identification establishment and initial implementation of six trial community satellite, telehealth/virtual care hubs across the Latrobe Valley

This role will require a high degree of stakeholder engagement experience, including the ability to work closely and collaboratively across a range of community organisation members and health sector representatives and patients to achieve shared goals.

Portfolio

The Academic Services and Support Directorate is within the Academic Portfolio and services the needs of the Academic Schools and in particular supports the delivery of Academic programs including the administration of work integrated learning and the provision of technical services.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia’s oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Under the broad direction of the Project Leader, oversee key aspects of site mapping, establishment and successful delivery of the proposed six satellite hubs, within negotiated timeframes.
2. Undertake various project tasks including collating documents and literature, assembling knowledge bases, assessing technical/ digital and community customer needs for each proposed hub.
3. Arrange and conduct consultation with proposed sites' staff and customise services for community customer needs in a manner that is respectful to, and inclusive of, any cultural and or social sensitivities.
4. Work independently to convene and provide administrative support to the Advisory Team meetings (including LHA) as required.
5. Conduct analysis of project metrics (including managing, collating and analysing data, including checking the integrity of the data), prepare reports and present progress/ outcomes and recommendations to the Physiotherapy Discipline Lead /Advisory Team and LHA (as required) as per project timelines in relation to each of the six virtual sites.
6. Develop promotional resources for marketing of the PVCC satellite hubs in collaboration with the Learner Experience Office to the broader Health Service Sector and Community organisations to optimise client bookings to the FPVCC.
7. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
8. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure.
 - Equal Opportunity and anti-discrimination legislation and requirements.
 - the requirements for the inclusion of people with disabilities in work and study.
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Position and Organisational relationships

The Community Liaison Officer will work under the broad direction the Coordinator, Technical Services Health and will report directly to the Coordinator, Technical Services Health. The position may collaborate with the Learner Experience Office to create promotional materials and have a collegial and supportive relationship with the Physiotherapy Discipline Lead/ Advisory Team and Latrobe Health Association.

Level of supervision and responsibility

This position will require the skills to deal with problems, issues or situations which require thoughtful consideration and innovation before implementing approaches or solutions. Finding the solution will require respectful consultation with community and key organisations to ensure successful outcomes for all parties.

The Community Liaison Officer will be expected to work autonomously to build knowledge and relationships with Latrobe Valley organisations and community to determine suitable sites for the satellite hubs.

The Community Liaison Officer will be required to work in close collaboration with the Discipline Lead, Physiotherapy to ensure that all project timelines and objectives are met.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - a degree with subsequent relevant experience; or
 - extensive experience and specialist expertise or broad knowledge in community engagement and administrative projects; or
 - an equivalent combination of relevant experience and/or education/training.
2. Current Driver's license as the position involves a lot of community engagement, travelling distances.
3. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Experience, knowledge and attributes

4. Demonstrated knowledge and application of project evaluation working in partnership with community organisations and health agencies including providing consultation and /or support for project development and/or delivery through research, clinical audit, or health-related projects experience.
5. Demonstrated ability to maintain confidential information.
6. Demonstrated ability to work independently and as part of a team and to prioritise work and be able to meet deadlines in a timely manner.
7. Demonstrated proficiency in computer usage and Microsoft Office products.
8. Demonstrated organisational and administrative proficiency in construction, coordination and administration of projects with a desirable background/experience working on community-based evaluation projects.
9. Demonstrated interpersonal, oral and written communications skills and an ability to relate well to project team members, other staff, stakeholders and community.
10. Demonstrated working knowledge and application of the Child Safety Standards.
11. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.