

Position Description

Position Title	Let's Grow Local Government Facilitator
Portfolio	Policy
Reports To	Policy Manager, Planning and Building
Employment Type	Full Time Fixed-Term Contract (24 months)
Location	West Leederville

Team Overview

This position sits within the Planning and Building Team, which is responsible for advocacy, policy and research within the planning, building, urban forest, and coastal adaptation disciplines.

Position Purpose

The Let's Grow Local Government Facilitator (LGF) will be responsible for the delivery of the WALGA Urban Forest Program and is also tasked with supporting and facilitating Perth and Peel Local Government's engagement with and implementation of the State Government's Let's Grow program. The role is funded by the Western Australian Planning Commission.

The LGF will also work directly with Local Governments advising on urban forest planning and management related projects, lead and organise the Local Government Urban Forest Working Group, and take a key role in the planning and delivery of WALGA's biennial Urban Forest Conference.

Key Accountabilities

Local Government	• Provide high level advice on urban greening policy and management issues to Perth and Peel Local Governments. • Provide high level technical advice on matters relevant to Local Government urban forest management. • Support Local Governments to engage with and implement relevant Let's Grow Detailed Actions.
Knowledge Sharing	• Undertake research, data collection and analysis to assist Local Governments to improve urban forest outcomes. • Establish relationships across Local Government and relevant State Government agencies to maintain knowledge on contemporary urban greening practices, share ideas and learnings, and collaborate on common responses to emerging and/or developing urban greening issues.

	• Undertake activities to facilitate knowledge sharing, including developing documentation (reports, policies, templates) and facilitate events and meetings. • Manage and lead WALGA's Urban Forest Working Group.
Representation	• Liaise closely with staff in the Department of Planning, Lands and Heritage (DPLH) and other State Government agencies with relevant Let's Grow Detailed Actions. • Represent WALGA on relevant working groups and committees.

Key Relationships

Who	Why
Internal	
Manager	• Escalate issues, make suggestions, and provide updates. • Receive advice and report on progress towards business objectives and future directions. • Provide expert advice and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions.
Team	• Promote a collaborative and inclusive work culture and balance the success of the organisation with individual and team goals. • Actively seek out opportunities to contribute to the broader organisation, supporting the accomplishments of colleagues. • Foster a sense of unity and cooperation to achieve shared goals. • Support a positive environment through teamwork, sharing knowledge and supporting colleagues.
Stakeholders	• Manage expectations and resolve issues. • Communicate needs and facilitate routine business transactions. • Monitor, direct and address enquiries. • Provide expert advice on a range of urban forest related issues, projects and strategies.
External	
Stakeholders	• Establish professional networks and relationships across Local Governments and relevant State Government agencies to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues. • Support Local Governments to develop, deliver (project manage) urban greening projects with particular emphasis on those consistent with and supported by the Let's Grow program. • Providing expert advice on a range of urban greening related issues, projects and strategies.

	• Liaison with State Government agencies, and DPLH in particular, on the delivery of WALGA's urban forest program and the Let's Grow Detailed Actions. • Manage expectations and resolve issues. • Communicate needs and facilitate routine business transactions. • Monitor, direct and address enquiries.
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Role Requirements

Knowledge and Experience	• Demonstrated sound understanding of the processes, standards and guidelines involved in the development and implementation of urban forest planning and decision making. • Demonstrated experience in, or knowledge of urban forest management techniques and practices. • Demonstrated understanding of, and experience in the land use planning framework in WA, especially related to urban forest. • Demonstrated understanding of the general processes, culture and workings of Local Government, especially within the WA context. • Demonstrated expertise in project management/coordination. • Demonstrated experience in stakeholder engagement and knowledge sharing.
Qualifications / Licence	• Current "C" class driver's licence
Skills	• Comprehensive written and verbal communication skills. • Sound interpersonal and stakeholder engagement skills. • Excellent time management skills with the ability to prioritise tasks and work to deadlines. • Proven research, conceptual and analytical ability, particularly in relation to government policy and legislation. • Strong organisational skills with keen attention to detail and the ability to multitask effectively. • Demonstrated ability to work independently, prioritise tasks and meet deadlines. • Proven ability to develop and maintain positive working relationships with internal and external stakeholders. • High level written and verbal communication skills, including the ability to prepare high-quality reports, correspondence, presentations, meeting documentation and other strategic or technical communications for diverse audiences. • Highly developed organisational skills with the ability to manage multiple issues and produce high quality work under pressure.
Behaviours	• Set a tone of integrity and professionalism within WALGA and in dealings external to WALGA. • Willingness to travel to visit regional members and attend/ present at relevant intrastate meetings and conferences. • Deliver on own commitments and accountabilities. • Facilitates and negotiates collaborative outcomes internally and externally.

	• Manages complex and diverse relationships and partnerships • Use inclusive messaging and storytelling to influence diverse stakeholders. • Develop well-supported recommendations based on research findings, seeking support where needed. • Provides insights to stakeholders, leveraging research and insights to shape policy and decision-making processes. • Support a culture of continuous improvement and foster innovation in service delivery. • Show an awareness of the principles of Workplace Health & Safety and apply them by taking care and being alert about issues in the workplace. • Support a culture of openness regarding mental health and wellbeing, encouraging fellow employees to seek help when needed.
Values	Ability to demonstrate and apply WALGA's values: • Respect - We act honestly, with integrity and respect. • Excellence - We strive for excellence and an environment of continuous improvement. • Accountability - We take responsibility and work openly and transparently. • Collaboration - We value strong relationships and partnerships. • Curiosity - We encourage a spirit of enquiry, and an innovation mindset.