

## Message from the CEO

"I am honored to lead the Municipal Association of Victoria (MAV) on the transformative journey ahead as we work to realise the aspirations outlined in our new MAV Strategic Plan for 2024- 2027.

Our vision is to be a nation leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design and advocacy impact.

Our purpose is to enable action that supports Victorian councils to create cities and regions, towns and communities that are thriving, inclusive and resilient.

The MAV has positioned itself at the forefront to lead the local government sector, embracing the leadership challenge presented by unprecedented technological, economic, environmental, and social changes. Our commitment is unwavering as we strategically lead and strengthen councils, serving as the authoritative voice for the Victorian local government Sector.

Our new team will seek and embrace opportunities for growth aligned to the perspectives of our stakeholders and ensure that our strategic direction is not only visionary but also deeply rooted in the needs and aspirations of those we serve.

The heart of our strength lies in the knowledge and expertise of councils in every region of Victoria. Together, we will build resilience, address climate change, and create a future where all our communities thrive.

I look forward to the shared achievements and successes that await us."

Kelly Grigsby

CEO, Municipal Association of Victoria

# Position Snapshot

The [Association of Bayside Municipalities](#) (ABM) is an unincorporated association, funded by and representing the interests of the councils with frontage to Port Phillip Bay. The ABM is hosted by the MAV and sits within the Climate Futures & Resilience team.

The ABM's aim is to uphold the community's vision and values for Port Phillip Bay's marine and coastal environment.

Aligned to the values and priorities of the ABM, the MAV's vision is to be a nation-leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design, and advocacy impact. Our purpose is to mobilise action that supports Victorian councils to create cities, regions, and towns that are thriving, resilient, and inclusive communities.

The ABM effectively represents the collective view of member councils, providing leadership in advocacy and action for integrated coastal policy and management. It advocates for members' interests related to regional, state, and national coastal management issues.

Additionally, the ABM focuses on building the capacity of member councils to sustainably manage and influence coastal, foreshore, and marine policy, planning, and practice. It creates opportunities for networking and exchange of views among members, governments, agencies, and organisations. Further, the ABM seeks and shares innovative and best practice approaches to coastal planning and management, while also identifying and responding to current and emerging coastal and marine issues through research and project development.

The ABM is supported by an Executive Officer, employed by the Municipal Association of Victoria. As an Executive Officer, you will support the work of the ABM through delivery of key governance requirements and strategic projects. You will contribute to policy responses and submissions relating to the ABM, research Victorian and Federal government coastal policy initiatives relevant to local government / Port Phillip Bay and identify funding / partnership opportunities available for coastal and related projects and recommend actions.

As a key support role to the ABM, you will provide administrative and logistical support to the ABM Program and Executive Committee. This includes secretariat duties e.g. preparation of minutes, records of discussions/actions and key governance documents, and the distribution of documents to ABM members in a timely manner. The Executive Officer is also responsible for managing invoices and payments related to the ABM, supporting communications including drafting of newsletters and webpages and internal reporting.

You will also be responsible for preparing ABM grant applications / partnership proposals where appropriate, in accordance with issues identified in the Strategic Plan and managing these projects within the appropriate reporting and budget requirements.

# Your Sphere of Influence and Key Relationships

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Reports to	Manager Climate Futures & Resilience
Internal	Executive Team Senior Leadership Team MAV Staff
External	ABM Executive Committee ABM member councils State Government agencies Other Victorian coastal councils Relevant industry bodies, organisations and associations

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## KPIs 2024 – 2025

### Your First 12 Months

To be successful in your first 12 months you will need to focus on and move forward with the following key priorities:

- A sound awareness of the ABM and MAV, the community, the challenges and the opportunities associated with the ABM and MAV's operation.
- Consultations with key stakeholders have taken place, giving you the opportunity to enable the delivery of key actions and initiatives, supporting the development of the ABM's strategic plan and refreshed Charter.
- You have connected with key internal and external stakeholders, partners, council and community members to further develop relationships and the delivery of your key actions and initiatives.
- You have engaged with your team members and colleagues to develop trusted and beneficial relationships, supporting the delivery of the ABM's strategic plan. This will be achieved through cross-organisational partnerships and programs to bring the ABM's values and vision to life.
- There is evidence in the ABM member councils that things are changing for the better.

## Vision for MAV 2027

We are passionate about attracting the right people with the right personal attributes to inspire staff to stay focused on the vision.

# Your Personal Attributes

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## Key Competencies

**Innovator** – You strive to generate innovative solutions and find new ways to tackle problems and seize opportunities. You are proactive, always taking prompt action to accomplish objectives and going above and beyond to achieve goals.

**Communicator** – You focus on developing and leveraging collaborative relationships to achieve your goals. You take the time to stay informed about the internal and external environment, understanding organisational dynamics and proactively navigating the stakeholder landscape. Additionally, you prioritise the customer perspective and work to create service practices that meet their needs and the needs of the organisation.

**Change Agent** – you strive to maintain your effectiveness even when faced with major changes in your work responsibilities or environment. You adapt quickly to new structures, processes, requirements, or cultures in order to continue performing at a high level. You also take proactive measures to identify areas for improvement and implement solutions, creating positive change in your work environment.

**Team Player** - You actively participate as a valuable member of your team, working together to achieve your shared goals. You understand the importance of effective collaboration and maintain good working relationships with your colleagues. By working cooperatively with others, you contribute to the success of the team.

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## Qualifications

- Relevant tertiary qualifications in a related field are preferable though not mandatory.

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## Experience

- Demonstrated ability to research and investigate issues and synthesise complex stakeholder feedback and data into clear, high quality written submissions, reports, and presentations.
  - Demonstrated experience providing secretariat support to committees, project and advisory groups or similar.
  - Demonstrated ability to interact with a broad range of internal and external stakeholders.
  - Demonstrated experience in planning, conducting and managing small to medium scale events e.g. meetings, broader stakeholder events etc.
  - Demonstrated interpersonal and relationship building skills and the ability to work with diverse groups of people effectively and professionally.
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Specialist skills and knowledge

- A broad understanding of coastal and marine policy issues.
  - An understanding of local government and the political culture and framework in Victoria.
  - Proficiency in Office 365 including Sharepoint.
  - Computer/IT competencies including in Microsoft Teams, Outlook, Word, Excel and PowerPoint, MailChimp, Zoom, and Survey Monkey.
  - Knowledge of web design would be advantageous
  - Strong organisational skills including task prioritisation, time management, and attention to detail.
  - Financial skills including budget management, purchase order creation and invoicing.
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# Your Key Responsibilities

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## Strategic

- Contribute to the business planning and objective setting to support the ABM and MAV's business planning activities.
- Establish a strong professional network with relevant local government stakeholders, agencies, bodies to support the delivery of the ABM and MAV's strategic plan and beneficial outcomes for the member councils.
- Apply understanding of the political, social and legal environment and organisational context of the ABM and the MAV.
- Build and leverage key stakeholder relationships to strategically advocate for the ABM, and the local government sector, in its dealing with key stakeholders, government agencies, and the community.

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## Corporate

- Live the MAV's values and management behaviors, at all times, role modeling these behaviours for the broader MAV team.
- Work across the organisation, demonstrating cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community.
- Demonstrate a community-first focus that encourages positive and proactive communication and interaction with all community members and stakeholders.
- Represent the ABM at formal functions and events on all occasions ensuring a high and appropriate public profile.

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## Unit

- Live the MAV's values and management behaviors, at all times setting a strong example for the broader MAV Team.
  - As part of the Climate Futures and Resilience Unit, contribute to an organisation culture that rewards innovation, continuous improvement and service excellence.
  - Work across the organisation to secure cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community.
  - Build a community-first focus that encourages positive and proactive communication and interaction with all community members and stakeholders.
  - Represent the ABM at formal functions and events on all occasions ensuring a high and appropriate public profile.
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# Shared Organisational Responsibilities

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| Safe Workplace | <ul style="list-style-type: none"><li>• Undertake responsibilities in line with the Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they:<ul style="list-style-type: none"><li>• Follow reasonable instruction;</li><li>• Cooperate with their employer; and</li><li>• At all times, take reasonable care for the safety of others in the MAV workplace.</li></ul></li></ul> |
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| Policies and Procedures | <ul style="list-style-type: none"><li>• Undertake responsibilities in line with all MAV policies related to the position including Workplace Behaviours, Record Keeping, Procurement, Staff Management and Community Engagement.</li></ul> |
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| Legislative Framework | <ul style="list-style-type: none"><li>• Complete responsibilities of this position in line with the relevant legislation for which the Unit is responsible.</li><li>• Ensure all relevant legislation, standards, and codes of practice are identified, monitored and reviewed for all sections of the Unit.</li></ul> |
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| Risk Management | <ul style="list-style-type: none"><li>• Adopt a proactive risk management approach to all MAV activities that the Unit is responsible for.</li><li>• Create an environment where managing risk is accepted as the personal responsibility of each employee.</li></ul> |
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# Inherent Requirements of the Position

The below lists the demands and work environment more often than not in order to perform the essential functions of the position:

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| Office Duties | <ul style="list-style-type: none"><li>• Sitting at a workstation on an adjustable office chair, general office-based work, using a computer for up to one hour at a time, followed by a break.</li><li>• Includes general office-based work such as handling files, various paperwork, attending phone calls and customer enquiries.</li></ul> |
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| Driving | <ul style="list-style-type: none"><li>• Required to drive private/rented vehicle.</li></ul> |
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| Other | <ul style="list-style-type: none"><li>• Driving private/rented vehicle/s whilst carrying out the responsibilities of the position.</li></ul> |
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# Pre-employment Requirements

National Police Check

Verification of Qualifications and Training

Full Victorian Driver's Licence

## Selection Criteria

Your application for this position should address the points listed under 'Your Personal Attributes' which are the Competencies, Qualifications, Experience and Specialist Skills and Knowledge you will need to succeed as the ABM Executive Officer.

People & Capability – Internal Use Only

Position Number(s):

PD Current as at: August 2024.