

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

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MAVlab Program Manager –
Housing Innovation

Position Snapshot

The Municipal Association of Victoria is the representative peak body for all 79 local governments in the state of Victoria. The MAV has established MAVlab to catalyse new ways of working at scale to support Victorian local governments in their responses to critical and increasingly complex social, environmental, economic, technological and leadership challenges.

The MAVlab Program Manager – Housing Innovation will play a critical role in supporting this mission, through the management and delivery of the **Advancing AI Innovation in Local Government (AAIL) project**. This important and innovative project will support councils in building capacity to deliver on housing targets.

Artificial Intelligence offers significant efficiencies and benefits to the practice of statutory planning in councils. Any new and emerging technology must also be considered within the context of risk and maturity. This project aims to build an evidence base to inform guidance and recommendations for procurement of AI and automated decision-making tools for use in statutory planning in councils.

The MAVlab Program Manager – Housing Innovation will lead the development and delivery of this groundbreaking project. It will be an opportunity to collaborate with VIC councils and an ecosystem of leading practitioners with expertise in statutory planning, AI, regulation, and technology ethics. This work will provide leading insight and recommendations to the sector.

Background to Project Funding

The Local Government Housing Innovation Program – a joint Municipal Association of Victoria (MAV) and Greater Dandenong City Council project – has received \$500,000 from the Commonwealth Housing Support Program.

The Commonwealth program is designed to help achieve the National Housing Accord target of building 1.2 million new, well-located homes over 5 years.

The MAV Local Government Housing Innovation Program will deliver resources for Councils to help accelerate new housing supply through the delivery of four projects, working alongside specialists and the local government sector:

1. Advancing AI Innovation in Local Government (AAIL)
2. Improving Social Licence for Density and Inclusionary Housing (to be managed by MAV Project Lead and delivered by a consultancy team)
3. Exploring under utilised public land for housing (to be managed by MAV Project Lead and delivered by a consultancy team)
4. Expanding knowledge for adaptive reuse of existing buildings (to be managed by MAV Project Lead and delivered by a consultancy team)

Program Manager – Housing Innovation

Position Description

All four projects must be delivered in conjunction to ensure they are focused on understanding and supporting the development of innovative best practice for planning in councils to support the efficient delivery of appropriate housing in Victoria. This position will participate in a regular MAV Housing Innovation Working Group to ensure there is alignment between all MAV Housing Innovation project leads.

As the City of Greater Dandenong is the key partner and pilot site for this suite of projects, the MAVlab Housing Innovation Project Manager will be required to occasionally work from the City of Greater Dandenong offices to ensure that project outcomes and acquittals are being delivered in accordance with the funding requirements.

To deliver on the MAVlab Program Manager – Housing Innovation role effectively, candidates require:

- Excellent project management skills with demonstrated experience managing timelines, budgets, and consultants (to deliver high quality work, on time and within budgets)
- Well-honed stakeholder management skills and demonstrated experience leading complex stakeholder ecosystems.
- An understanding of statutory planning, the functions of council and procurement basics
- A working literacy of (and/or deep curiosity for) how a variety of advanced technologies and data practices are influencing the profession and practice of planning.
- Ability to liaise with Finance teams to ensure grant funds are appropriately reported and acquitted.
- Work in collaboration with departments to develop project estimates and works programs to ensure efficient project management.
- Collation of grant funding information from across the organisation for the purpose of reporting
- Completing or assisting with agreement, compliance, monitoring, and acquittal processes
- Facilitate preparation and lodgment of progress reports on projects, and acquittal forms upon their completion.

This role will lead a program of work in collaboration with colleagues in the MAV and the City of Greater Dandenong along with stakeholders across government agencies, non-profit organisations, academic institutions, and private sector partners.

Its purpose is to develop actionable research, strategy and recommendations for procurement that support the local government sector of Victoria.

The Program Manager – Housing Innovation will assist in project management, stakeholder engagement, events and communications, research and facilitation, and general logistics required for the delivery of this program of work.

Program Manager – Housing Innovation

Position Description

Your Sphere of Influence and Key Relationships

Reports to

This position reports directly to MAV Chief Innovator in Residence

Overall project reporting to Director Strategic Foresight and Partnerships at the MAV

Internal

MAV Board

MAV Delegates

Executive Team

Senior Management Team

MAV Staff

External

City of Greater Dandenong

Government Agencies and Authorities (State and Federal)

Local Government Bodies and Professional Associations

Business and Community Leaders

Service Providers and Consultants

KPIs 2024 – 2025

Your First 12 Months

To be successful in this short-term project position you will need to focus on and move forward with the following key priorities:

- **Project Milestones:** Achieving set milestones within project timelines and budgets.
- **Stakeholder Satisfaction:** Positive feedback and high engagement levels from stakeholders.
- **Research Quality:** Accuracy, relevance, and timeliness of research and analysis.
- **Project Success Rate:** The 2 projects delivered to the satisfaction of key stakeholders and project collaborators.
- **Impact Measurement:** Project is delivered successfully on time, within budget, with high quality outcomes.
- **Innovation Contributions:** Develop leading insights and actionable recommendations for the use and procurement of AI in local government.

Vision for MAV 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.

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

Program Manager – Housing Innovation

Position Description

Your Personal Attributes

Competencies

- **Strategic thinker** – you are able to create and articulate a shared vision that inspires and influences staff and local government stakeholders to achieve the MAV vision.
 - **Innovator** – you are able to foster a creative and dynamic environment that facilitates innovative problem solving and drives efficiencies, a high-performance culture and excellence in service delivery.
 - **Communicator** – you are able to develop and maintain positive relationships with key stakeholders and create a culture of proactive, inclusive, respectful, and courageous communication. You also have a high degree of political acumen and approach all situations and relationships with a clear perception of the political context and reality.
 - **Leader** – you lead by example and are able to inspire and motivate staff to live the organisational values, strive for excellence and embrace continuous improvement, self-awareness, and life-long learning.
 - **Change agent** – you are agile and comfortable with change and you are able to engage, lead, support and motivate staff through change to achieve benefits for the organisation and the community.
 - **Team player** – you strongly lead and support a collaborative culture and you are able to motivate, empower and challenge staff to work as part of dynamic teams to achieve great things for the sector.
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Qualifications

- A degree in statutory planning is preferred but not essential
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Experience

- 5+ years of experience in public sector project management, design, research, or a related role.
 - Demonstrated ability to lead design research/enquiry-based design projects.
 - Strong analytical and problem-solving skills
 - High degree of adaptability, creative thinking, and ability to deal effectively with complexity in a public sector environment
 - Excellent written and verbal communication skills
 - Maturity and strong ability to work collaboratively with diverse stakeholders.
 - Proficiency in Microsoft Office Suite and project management practices/tools
 - Passion for public sector innovation and improving public services.
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Specialist skills and knowledge

- A background in/or working knowledge of the planning field is preferred and/or the ability to get up to speed quickly is critical.
 - Proficiency in advanced technologies, AI and data practices is preferred and/or the ability to get up to speed quickly is critical.
 - Data analysis/GIS (Excel, Tableau, ARCGIS etc.), Graphics/multi-media (e.g. Adobe creative suite, Canva, etc.) skills are preferred but not essential.
 - Experience in the development of workshop-based end user training materials and documentation
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Your Key Responsibilities

Project Management

- Assist in the planning, execution, and monitoring of innovation projects.
 - Coordinate project activities, ensuring timelines and deliverables are met.
 - Maintain project documentation, including project plans, status reports, and meeting minutes.
 - Manage consultants as required to deliver results that meet the defined scope of work and expectations of stakeholders.
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Stakeholder Engagement

- Facilitate high quality communication and collaboration with internal and external stakeholders.
 - Organise and participate in meetings, workshops, and focus groups with partners.
 - Prepare and deliver presentations to stakeholders to communicate opportunities, project progress and outcomes.
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Events and Communications

- Assist in the planning, execution, and monitoring of online and in-person events.
 - Coordinate event activities, ensuring timelines and deliverables are met.
 - Support the delivery of workshops, seminars, workshops (online and in-person) exercising duty of care and professionalism.
 - Lead/support and facilitate workshops with stakeholder groups.
 - Write/create blog posts, events invitations, social media posts as required.
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Research and Analysis	<ul style="list-style-type: none"> • Contribute to in-depth research on public sector trends, emerging technologies, and best practices. • Contribute to data analysis and compile reports to support the development of innovation projects. • Support the delivery of processes to identify potential areas for innovation within VIC local government and propose actionable solutions.
Pilot Implementation	<ul style="list-style-type: none"> • Support the implementation of pilot projects, including logistical arrangements and resource coordination. • Monitor pilot progress and gather feedback from participants. • Assist in troubleshooting issues and ensuring pilot projects are on track.
Evaluation and Reporting	<ul style="list-style-type: none"> • Develop and apply metrics to evaluate the effectiveness of projects, events, and initiatives. • Collect and analyse data to assess project outcomes and impact. • Prepare detailed reports and case studies to document findings and lessons learned. • Effectively acquit all reporting requirements for grants and investment.
Innovation Advocacy	<ul style="list-style-type: none"> • Advocate for innovative practices within the local Victorian public sector. • Stay informed about advancements in public sector innovations. • Contribute to the MAVlab's outreach efforts through blogs, social media, and presentations at conferences. • Be an active member of an MAVlab alumni network once your term at MAVlab is complete.

Shared Organisational Responsibilities

- Safe Workplace
- Undertake responsibilities in line with the Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they:
 - Follow reasonable instruction;
 - Cooperate with their employer; and
 - At all times, take reasonable care for the safety of others in the MAV workplace.
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- Policies and Procedures
- Undertake responsibilities in line with all MAV policies related to the position including: Workplace Behaviours, Record Keeping, Procurement, Staff Management and Community Engagement.
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- Legislative Framework
- Complete responsibilities of this position in line with the relevant legislation for which the division is responsible.
 - Ensure all relevant legislation, standards, and codes of practice are identified, monitored, and reviewed for all sections of the division.
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- Risk Management
- Adopt a proactive risk management approach to all MAV activities that the Unit is responsible for.
 - Create an environment where managing risk is accepted as the personal responsibility of each employee.
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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:

Process	<ul style="list-style-type: none">• This position with the MAV is offered as a full time, fixed term appointment (October 2024 to 30 June 2025). This contract may be renewed on a rolling basis.• The MAV is happy to support secondments for this position and can liaise directly with the preferred candidates home organisation to support with logistics and payment if this is a preferred option.
Office Duties	<ul style="list-style-type: none">• The role can be performed in hybrid format.• Associate is expected to spend at least 50% of their time in-person in the MAV offices (Melbourne CBD). Some workshops and meetings will also be held onsite in person at the City of Greater Dandenong offices. <p>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.</p> <p>Includes general office-based work such as handling files, various paperwork, attending phone calls and customer enquiries.</p>
Driving	<ul style="list-style-type: none">• Required to drive private/rented vehicle.
Other	<ul style="list-style-type: none">• Driving private/rented vehicle/s whilst carrying out the responsibilities of the position.

Pre-employment Requirements

National Police Check

Verification of Qualifications and Training

Full valid Victorian Drivers License

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 MAVlab Innovation Associate – Project Manager.

People & Capability – Internal Use Only

Position Number(s):

PD Current as at: 30 October 2024

Program Manager – Housing Innovation

Position Description