

## 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

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 mobilise action that supports Victorian councils to create cities, regions, and towns that are thriving, resilient, and inclusive communities.

The leadership challenge and opportunity of rising to the unprecedented technological, economic, environmental, and social changes in the 21st Century is becoming critical for local governments; and this is why the role of the MAV is so important now and into the future. At the MAV we are committed to working collaboratively with councils to achieve just and sustainable growth and to prepare for the future and the uncertainty it brings.

As the Project Officer, Early Years, you will play a key role in supporting the Municipal Association of Victoria (MAV), local councils, and the Department of Education in the implementation of the Kindergarten Expansion and Reform project, as well as its alignment with the broader early years reform agenda.

In this role, you will provide both research and administrative support to help deliver on the objectives outlined in the Department of Education's funding agreement with MAV. Your work will contribute to building sector capacity, generating an evidence base through data collection and analysis, and supporting policy and program implementation across Victoria's local government early years sector.

Working closely with the Policy and Program Lead – Early Years, and the wider Children and Families team, you will assist councils by offering practical support across a range of areas. This includes research, data analysis, project coordination, and administrative functions. You may also be involved in developing resources, organising and facilitating meetings, events, networks, and communications that contribute to project goals.

In addition, you will collaborate with the Community Wellbeing team to support broader unit activities and initiatives.

To succeed in this role, you will bring strong project management, research, and administrative skills, with the ability to manage competing priorities and deliver outcomes within agreed timeframes.

# Your Sphere of Influence and Key Relationships

Reports to	Policy and Program Lead – Early Years
Internal	MAV Board Executive Team Senior Leadership Team MAV Staff
External	Government Agencies and Authorities (State and Federal) Local Government Bodies and Professional Associations Council Committees Victorian Community Service Providers and Consultants

# KPIs 2025 – 2026

## 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 MAV, the community, the challenges and the opportunities associated with the early years sector.
- Consultations with key stakeholders, research and consultations have taken place, giving you the opportunity to enable the delivery of key actions and initiatives, supporting the delivery of the MAV Change Management Activity Plan.
- 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 MAV colleagues to develop trusted and beneficial relationships, supporting the delivery of the MAV's strategic plan. This will be achieved through cross organizational partnerships and programs to bring the MAV's values and vision to life.
- There is evidence in the local government sector 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

Key Competencies	<p><b>Innovator</b> – 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.</p> <p><b>Communicator</b> – 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.</p> <p><b>Change Agent</b> – 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 my work environment.</p> <p><b>Team Player</b> - 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.</p>
Qualifications	<ul style="list-style-type: none"><li>• Relevant tertiary qualifications in a related field of Early Childhood, Policy, Project Management and Research, Community Development</li></ul>
Experience	<ul style="list-style-type: none"><li>• Demonstrated research and project management skills to support the implementation of required outcomes for councils regarding the Kindergarten Expansion and Pre-prep Reform known as Best Start Best Life</li><li>• Track record of effective engagement with councils, government agencies, peak bodies and other stakeholders</li><li>• An ability to research, analyse and provide clear written and verbal advice and briefings on policy issues, including preparation of written briefings, submissions and reports.</li><li>• Demonstrated ability to design and undertake engagement and consultation with councils and interact with a broad range of internal and external stakeholders.</li></ul>

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Specialist skills and knowledge

- Proficiency in the application of project management software and survey software
  - Knowledge and currency around the reform agenda in the Early Years sector at all levels of government
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# Your Key Responsibilities

Strategic	<ul style="list-style-type: none"><li>• Contribute to the business unit planning and objective setting as part of the MAV's business planning activities.</li><li>• Establish strong professional networks with relevant local government stakeholders, agencies, and bodies to support the delivery of the MAV's strategic plan and beneficial outcomes for the local government sector.</li><li>• Apply understanding of the political, social and legal environment and organisational context of the MAV.</li><li>• Build and leverage key stakeholder relationships to support strategic advocacy for the MAV, and the local government sector, in its dealings with key stakeholders, government agencies, and the community.</li></ul>
Corporate	<ul style="list-style-type: none"><li>• Live the MAV's values and management behaviors, at all times, role modeling these behaviours for the broader MAV team.</li><li>• As part of the Community and Sector Development Unit, demonstrate commitment to an organisation culture that rewards innovation, continuous improvement and service excellence.</li><li>• Work across the organization, demonstrating cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community.</li><li>• Demonstrate a community-first focus that encourages positive and proactive communication and interaction with all community members and stakeholders.</li><li>• Represent the MAV at relevant forums and events when required ensuring a high and appropriate public profile.</li></ul>
Unit	<ul style="list-style-type: none"><li>• Live the MAV's values and management behaviors, at all times setting a strong example for the broader MAV Team.</li><li>• As part of the Community and Sector Development Unit, contribute to an organisation culture that rewards innovation, continuous improvement and service excellence.</li><li>• Work across the organisation to partake in cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community.</li><li>• Build a community-first focus that encourages positive and proactive communication and interaction with all community members and stakeholders.</li><li>• Represent the MAV at forums and events when required, ensuring a high and appropriate public profile.</li></ul>

# Shared Organisational Responsibilities

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>
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>
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>
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>

## 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:

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>
Driving	<ul style="list-style-type: none"><li>Driving private/rented vehicle/s whilst carrying out the responsibilities of the position.</li></ul>



# Pre-employment Requirements

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 Project Officer – Early Years

People & Capability – Internal Use Only

Position Number(s):

PD Current as at: July 2025