
Program Co-ordinator – Innovation and Best Practice Program

- **Salary circa \$65 - \$70K plus generous super**
- **National local government focus**
- **Opportunity to shape a new program**

The newly formed Australian Centre of Excellence for Local Government (ACELG) is seeking to appoint a Program Co-ordinator to lead and manage the Centre's Innovation and Best Practice Program. The successful candidate will work with local government and ACELG stakeholders to establish an online Innovation and Knowledge Exchange Network, prepare assessed better practice case studies, and showcase successful models of practice.

This is a unique opportunity for a gifted project manager to shape a new program with a national local government focus. The Program Co-ordinator will work as part of a team undertaking research and training initiatives for local government at a national scale at the University of Canberra's Bruce campus. Support, direction and advice will be available from within the ACELG consortium of universities and professional associations.

The Program Co-ordinator will be appointed on a two-year contract, with renewal subject to performance. Salary will be negotiated with a suitable applicant.

Candidates **must** address the selection criteria included in the position description below.

To discuss the position requirements in confidence, contact Melissa Gibbs, ACELG's Assistant Director, on 0412 647 233 or by email melissa.gibbs@acelg.org.au

To apply, please submit a statement addressing the selection criteria and a short curriculum vitae by email to: Melissa Gibbs: melissa.gibbs@acelg.org.au

Applications close on **Tuesday 5 October 2010**.

POSITION DESCRIPTION

Position Title:	Program Co-ordinator, Innovation and Best Practice Program
Faculty:	Office of the Pro Vice Chancellor, Development
Appointment Level:	UC Level 6 – 7
Reporting to:	Prof John H Howard and/or Professor Mark Evans
Position Number:	

Position Background:

The Australian Centre of Excellence for Local Government (ACELG) was established by the Commonwealth Government in 2009. It is a consortium of universities and local government professional associations established to showcase innovation and best practice across local government, and encourage the adoption of innovative practices and solutions. The University of Canberra (UC) is a member of the consortium. ACELG operates six program areas, one of which is the Innovation and Best Practice Program. UC is responsible for developing and delivering the Innovation and Best Practice Program in collaboration with members of the consortium and the local government sector.

Position Purpose:

The position is primarily accountable for co-ordinating ACELG's Innovation and Best Practice Program. The key role of the Program Co-ordinator is to work with local government and ACELG stakeholders to establish a national online Innovation and Knowledge Exchange Network, prepare assessed better practice case studies, and showcase successful models of best practice.

The Program Co-ordinator will work collaboratively within a team undertaking other local government research and training initiatives for local government at a national scale at UC's Bruce campus. Support, direction and advice will be available from within UC, the ACELG Secretariat and program co-ordinators working on other ACELG programs.

The Program Co-ordinator will be appointed on a two-year contract, with renewal subject to performance.

Responsibilities:

1. Work collaboratively with ACELG personnel and consortium members to further develop and deliver the Innovation and Best Practice Program.
2. Further develop and continue to maintain the Innovation and Knowledge Exchange Network and ensure it is fully operational.

3. Identify and showcase innovative and best practice projects initiatives in local government from around the nation, drawing on established national awards.
4. Produce and commission assessed better practice case studies and better practice guides.
5. Establish a mechanism for peer review of best or better local government practice and innovation.
6. Drawing on the experience of ACELG consortium members and other local government groups and associations, define and present options for the establishment of online communities of practice of local government, including an assessment of the practicalities, benefits and pitfalls, and implement the agreed findings.
7. Establish and maintain close links with all ACELG program co-ordinators and ensure the Innovation and Best Practice Program is supporting and promoting those programs.
8. Establish and maintain strong contacts with the ACELG Secretariat, Board, relevant State, Federal and territory government agencies, local government associations and local government professional associations.
9. Work closely with an identified program co-ordination group convened by ACELG to ensure program consistency and support across the Centre's activities.
10. Work with ACELG and consortium partners to establish a small reference group of local government practitioners to provide advice, guidance and support to the Innovation and Best Practice Program.

Essential Selection Criteria:

Knowledge and Experience

1. Excellent communication and presentation skills – written and verbal.
2. Superior project management experience.
3. Demonstrated understanding of Australian local government and its broader governmental context.
4. Substantial research experience in areas closely related to the activities of ACELG.
5. Excellent organisation skills.
6. Ability to identify and showcase innovation and best practice in local government.
7. Excellent IT skills.

Personal Abilities/Skills

8. Superior interpersonal skills and demonstrated ability to form partnerships and relationships with a diverse range of people and organisations.
9. Ability to work with minimal supervision as well as co-operatively and flexibly in a small team.

10. Superior flexibility and problem-solving skills.

Desirable Selection Criteria:

11. Tertiary qualifications in a relevant field.

12. Experience in establishing and facilitating online communities of practice and networks.

13. Research experience in a local government or university setting.

14. Ability to write for an academic audience.