POSITION DESCRIPTION

POSITION TITLE	Senior Community Engagement Advisor
DIRECTORATE – BUSINESS UNIT	Office of the CEO – Stakeholder Relations
LEVEL - IA	Level 7
RESPONSIBLE TO	Coordinator Communications

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

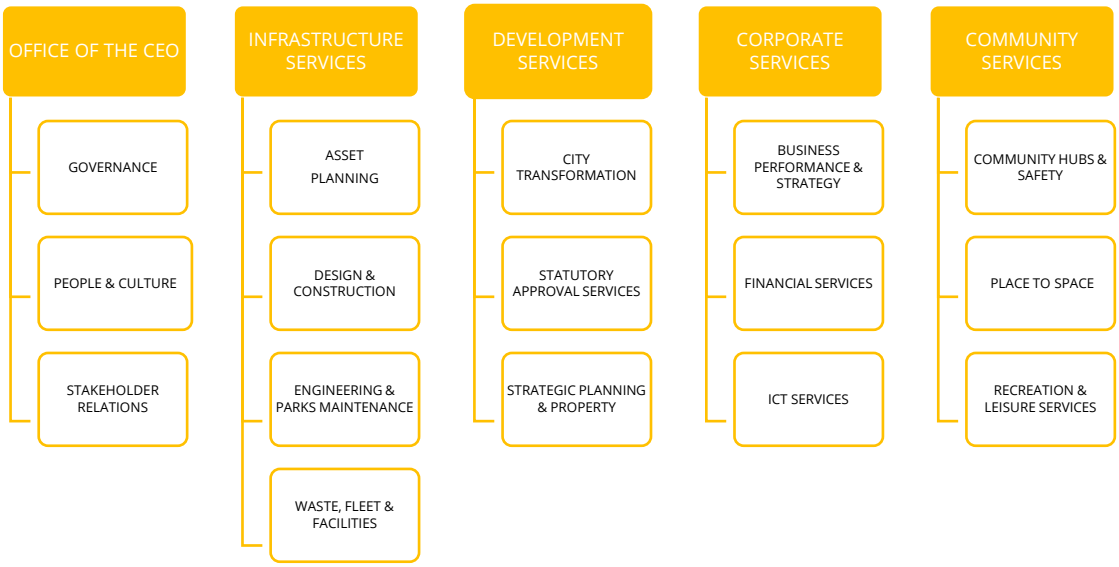
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly - building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

The Senior Community Engagement Advisor is a senior specialist within Stakeholder Relations responsible for leading and delivering community engagement and project communications for priority City projects, programs and initiatives.

The role's primary focus is Strategic Planning and Property; however, the position may be assigned to support other business units, strategic priorities and organisational initiatives as required.

Working alongside project subject matter experts, the Advisor provides specialist engagement and communications advice, develops engagement strategies and plans, manages complex stakeholder relationships, and delivers engagement activities that support informed decision-making and positive community outcomes.

The position is a dedicated specialist resource within Stakeholder Relations and operates separately from the City's corporate Community Engagement function.

KEY RESULT AREAS

PORTFOLIO PARTNERSHIP AND PROJECT ADVICE

- Build and deliver a forward engagement and communications program with Strategic Planning and Property as the primary portfolio, while supporting other priority City projects and initiatives as directed.
- Establish trusted partnerships with project leads and business units to provide strategic engagement advice from project inception through to completion.
- Lead, coordinate and deliver engagement and communications activities for complex, sensitive or high-profile projects.
- Identify stakeholder risks, community concerns and emerging issues, and develop mitigation strategies.
- Provide specialist advice to project teams on stakeholder management, communications planning and engagement approaches.
- Analyse community sentiment and stakeholder feedback to support informed decision-making.
- Develop stakeholder management plans and coordinate responses where issues become complex, contentious or resource intensive.

ENGAGEMENT PRACTICE AND DELIVERY

- Develop engagement strategies, communication plans and consultation programs aligned with legislative requirements, City policy and recognised engagement frameworks.
- Design and deliver engagement activities appropriate to project objectives, stakeholder needs and levels of community impact.
- Facilitate workshops, stakeholder meetings, public information sessions and consultation activities.
- Prepare high-quality communication materials including project updates, reports, presentations, briefing notes and engagement summaries.
- Analyse engagement feedback and prepare reports that support project outcomes and Executive decision-making.
- Maintain accurate engagement records and project documentation.
- Provide specialist engagement and communications support to infrastructure projects, place-based initiatives, organisational change projects and other strategic priorities as required.

COLLABORATION AND COORDINATION

- Operate as the senior engagement and communications specialist assigned primarily to the Property portfolio while supporting broader organisational priorities as directed.
- Participate in relevant project and service area meetings to identify engagement requirements and coordinate delivery across assigned portfolios.
- Work collaboratively with project managers, technical officers and business unit representatives to ensure engagement activities align with project objectives.
- Liaise with Communications and Community Engagement teams to ensure consistent messaging and organisational coordination.
- Develop templates, tools and lessons learned to strengthen organisational engagement capability.
- Promote best-practice stakeholder engagement across the organisation.

CONTINUOUS IMPROVEMENT

- Promote contemporary community engagement principles and methodologies.
- Contribute to the development of engagement frameworks, processes and tools.
- Monitor legislative, industry and stakeholder engagement trends.
- Recommend service improvements and innovative engagement approaches.
- Contribute to organisational learning through evaluation and continuous improvement activities.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

Essential

- Degree qualification in Communications, Community Engagement, Public Relations, Planning, Social Science, Public Policy or a related discipline; or
- Significant demonstrated equivalent experience in stakeholder engagement, communications or community consultation.
- Current Western Australian C Class Driver's Licence.

Desirable

- IAP2 Certificate in Engagement or equivalent professional accreditation.

- Qualifications in communications, stakeholder engagement, project management or public participation.
- Experience working within local government.

ESSENTIAL KNOWLEDGE

- Demonstrated experience delivering complex stakeholder engagement and community consultation programs.
- High-level stakeholder management, negotiation and relationship-building skills.
- Experience managing sensitive, contentious or politically complex stakeholder issues.
- Highly developed written communication skills with the ability to prepare reports, correspondence, communication materials and briefing documents.
- Highly developed verbal communication, facilitation and presentation skills.
- Ability to analyse community feedback and stakeholder issues to provide practical recommendations.
- Strong planning, organisational and project management skills.
- Ability to work independently and manage competing priorities.
- Strong understanding of contemporary community engagement principles and methodologies.
- Proficiency in Microsoft Office applications and stakeholder engagement systems.

DESIRABLE KNOWLEDGE

- Experience in local government.
- Experience delivering engagement for property, land use, infrastructure, place-making, strategic planning or major projects.
- Knowledge of local government legislation and consultation requirements.
- Experience working within complex political and community environments.
- Experience supporting Executive and senior leadership stakeholders.

SELECTION CRITERIA

1. Demonstrated experience leading complex stakeholder engagement and communications programs.
2. Proven ability to build and maintain effective relationships with diverse stakeholders and community groups.
3. Demonstrated experience managing contentious, sensitive or high-profile community issues.
4. Highly developed written and verbal communication skills.
5. Demonstrated ability to provide strategic advice and influence project outcomes through effective engagement.

6. Strong organisational skills with the ability to manage multiple priorities and competing deadlines.
7. Demonstrated commitment to the City's values and customer-focused service delivery.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Stakeholder Relations
DATE PD REVIEWED/APPROVED: 8 October 2026