

WHITEHORSE CITY COUNCIL

Position description

Job title: Community Safety Project Manager	
Classification: Band 7	Effective Date: September 2025
Reports to: Manager Community Safety	Tenure: Fixed Term - 15 Months

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values, we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

The City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

This role is responsible for leading the development of the Whitehorse Community Safety Plan, with a focus on data analysis, research, and extensive community engagement. It encompasses planning, scoping, stakeholder consultation, and the design of evidence-based strategies tailored to local needs. The role is accountable for ensuring the plan reflects analysis and meaningful input from the community, Victoria Police, internal teams, and key partners, setting a clear strategic direction to improve community safety, prevent crime, and strengthen community connection.

Key Responsibilities

- Lead the end to end development of the Whitehorse Community Safety Plan and other policies, plans and/or relevant strategies as required, ensuring alignment with Council priorities and community needs.
- Conduct comprehensive research and data analysis on local crime trends, safety concerns, and evidence-based practices to inform strategy development.
- Manage the full project lifecycle, including project planning, scoping, timelines, deliverables and reporting.
- Design and implement extensive community and stakeholder engagement processes, ensuring meaningful input from residents, Victoria Police, internal teams, and key partners.
- Translate research findings and consultation outcomes into actionable, evidence-based strategies and initiatives within the plan.
- Oversee the implementation of the approved plan, including coordinating actions, monitoring progress, tracking outcomes, and preparing evaluation reports.
- Collaborate closely with internal departments, external agencies, and community organisations to ensure effective delivery and alignment across all initiatives.
- Provide regular updates, briefings, and recommendations to executive leadership and Councillors on project progress, risks, and achievements.
- Ensure that all project activities comply with relevant legislative, policy, and organisational frameworks.
- Undertake comprehensive research and analysis of crime, demographic, social and environmental data to identify trends, emerging issues, and evidence-based responses.
- Identify and explore new advocacy opportunities, prepare submissions and represent Council in relevant forums, networks, and stakeholder engagements.
- Facilitate and lead community engagement activities including developing community engagement surveys and events.

- Design and deliver initiatives that are measurable, sustainable, and aligned with community needs and legislative requirements.
- Monitor project timelines, deliverables, and budgets to ensure milestones are met and resources are used effectively.
- Establish evaluation frameworks and performance measures to assess the impact and effectiveness of safety and crime prevention initiatives.
- Contribute to broader community safety initiatives, internal working groups, and cross-departmental collaboration efforts.
- Stay informed of legislative, policy and sector developments related to crime prevention, safety, and social cohesion.
- Other duties as required, including other relevant policy, process and strategy development and updates.
- After-hours work will be required occasionally.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Be aware of, and compliant with, relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRAs are met and contribute to the strategic objectives of the team.

Accountability and Extent of Authority

Budget: \$10,000 +

Staff responsibility: Nil

Judgement and Decision Making

- The position is accountable for the planning, delivery and evaluation of the Community Safety Plan, ensuring alignment with strategic objectives and community needs

- The position has the authority to coordinate internal resources and implement project-related decisions.
- The position will make decisions on project scope, scheduling, stakeholder engagement approaches, and the prioritisation of actions, in collaboration with key stakeholders.

Qualifications and Experience

- Tertiary qualifications in Criminology, Project Management, Social Science, Public Policy, Community Development or a related discipline is essential.
- Proven experience in advocacy, stakeholder engagement, and inter-agency collaboration, ideally within the community safety, crime prevention or local government sector.
- Demonstrated experience in research, data analysis, and evidence-based reporting to inform policy or program outcomes.
- Strong understanding of local government operations, relevant legislation, and public safety responsibilities in the Victorian context.

Interpersonal Skills

- Excellent communication skills, with the ability to present complex information clearly and engage with a broad range of stakeholders.
- Strong negotiation and advocacy skills, with proven ability to build relationships and influence outcomes.
- Confident in managing conflict and engaging with individuals displaying challenging behaviours, using empathy, professionalism, and sound judgement.
- Skilled in resolving sensitive issues and facilitating collaborative solutions in high-pressure environments.
- Committed to inclusive engagement and respectful communication across diverse community and stakeholder groups.

Key Relationships:

- The position will liaise with internal and external stakeholders.
- The position is required to build and maintain strong relationships with Victoria Police, State Government departments, community service organisations, local residents, trader groups and advocacy networks to support effective collaboration and service delivery.

Application Requirements

- Satisfactory National Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

1. Demonstrated experience in developing strategic plans, policies or frameworks, with a focus on community safety, crime prevention, or related areas, including leading community engagement, research and data analysis.
2. Relevant qualification in Criminology, Project Management, Social Science, Public Policy, Project Management or Community Development or other related discipline
3. Sound knowledge of legislative, policy, and evidence based approaches relevant to community safety and crime prevention, combined with the ability to apply this knowledge in developing practical and effective strategies.
4. Advanced communication and influencing skills, with the ability to build and maintain strategic partnerships across government, community, and internal stakeholders.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle and waist, in order to work at low levels.	X	Infrequent	
Hand/Arm Movement Tasks involve use of hand/arms.	X	Frequent	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	X	Frequent	
Standing Tasks involve standing in an upright position.	X	Frequent	
Reaching Tasks involve reaching above head, and above and equal to shoulder height.	X	Frequent	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects.	X	Frequent	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	X	Infrequent	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body.	X	Infrequent	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Keyboard Duties Tasks involve sitting at workstation and using computer.	X	Frequent	
Satisfactory Vision Standard of vision required equal to that required for driver's licence.	X	Frequent	

Any other relevant comments: