

## POSITION DESCRIPTION

Coordinator Community Planning (POS1323)

<b>Directorate:</b>	City Services	<b>Department:</b>	Community Services		
<b>Position Grade:</b>	16	<b>Reports to:</b>	Manager Community Services		
<b>Last review:</b>	August 2018	<b>Next review:</b>	August 2020	<b>Version No.:</b>	2.0

### Position purpose:

To undertake social, recreational, cultural and facilities planning and policy services for Council and provide leadership and supervision to the Community Planning sub-team of the Community Development and Planning unit.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Coordinating the delivery of social, recreational, cultural and facilities planning and policy for Liverpool City Council
- 2) Providing a comprehensive and detailed demographic analysis of the Liverpool local government area
- 3) Undertaking social, recreational, cultural and facilities planning and policy projects of a more complex nature
- 4) Supervising the staff of the Community Planning sub-team
- 5) Overseeing the budget and business planning processes associated with the Community Planning sub-team
- 6) Building credible working relationships with internal and external parties based on communication, teamwork and customer service
- 7) Other duties associated with the position, as required by the Manager Community Services

### Decisions made in the position:

- 1) Approval of expenditure within approved budgets of up to \$10,000
- 2) Approval of leave requests from staff in the Community Planning sub-team
- 3) Sign off on correspondence associated with the work of the in the Community Planning sub-team

### Decisions referred:

- 1) Expenditure over delegated limit
- 2) Major or unusual leave and training requests, including requests for leave without pay
- 3) Correspondence of a more complex or controversial nature

### Key issues/challenges:

- 1) Developing an outcomes approach in the delivery of social, recreational, cultural and facilities planning and policy
- 2) Managing competing expectations
- 3) Rapid city growth
- 4) Developing and maintaining a multi-disciplinary approach and working across all the divisions of Council
- 5) Working outside normal business hours, as required

**Key working relationships:**

- Directors, Managers
- External stakeholders
- Staff across most Council departments
- Staff in Community Services

**POSITION SPECIFICATION**

**Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application**

**ESSENTIAL CRITERIA**

**Qualifications/Licences**

- Tertiary qualifications in the Social Sciences, Social Planning or an equivalent field
- Current Class C NSW Driver's Licence

**Experience**

- Demographic analysis
- Planning in one or more of the following fields – recreational, social, cultural or community facilities
- Policy development in one or more of the following fields – social, recreational, cultural or community facilities
- Developing and delivering significant projects in one or more of the following fields – social, recreational, cultural or community facilities
- Staff supervision and leadership

**Knowledge and Skills**

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Planning and delivering community engagement processes
- Project planning and management
- Preparing high quality written material, including presentations to senior staff

## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**