

Directorate:	Community and Culture	Department:	Community Development and Planning
Position Grade:	14	Reports to:	Coordinator Community Planning
Last review:	October 2019	Next review:	October 2021
		Version No.:	1.0

Position purpose:
To assist the Coordinator Community Planning in delivering Council's community planning program, including planning for social infrastructure and implementing Council's Community Facilities Strategy, development and updating of social policy and strategic documents and expert advice on social impact assessments relating to provision of social infrastructure.
Key accountabilities/responsibilities:
Responsible for:
<ol style="list-style-type: none"> 1) Delivering on Council's community planning program including the delivery of community planning projects and implementation of the Community Facilities Strategy. 2) Consulting and engaging the local community regarding identified needs. 3) Researching and analysing relevant government policy in relation to community planning matters. 4) Providing input into the development and updating of strategic and planning documents, and reporting on the progress of their implementation. 5) Preparing and updating generic and site specific plans of management in relation to community facilities. 6) Providing advice and guidance to Council and other stakeholders on community facilities and planning issues, social planning, social impact assessment and Council's planning processes. 7) Other duties as directed by the Coordinator Community Planning.
Decisions made in the position:
This position has no formal delegation of authority.
Decisions referred:
<ol style="list-style-type: none"> 1) All expenditure 2) Development and updating of policy documents
Key issues/challenges:
<ol style="list-style-type: none"> 1) Managing community and Council expectations 2) Rapid city growth and cultural diversity 3) Working effectively as part of a multi-disciplinary team 4) Working outside normal business hours as required 5) Developing a solutions focussed outcomes approach
Key working relationships:
<ul style="list-style-type: none"> • Community stakeholders including non-government organisations • State government agencies • Director Community and Culture, Manager Community Development and Planning, Coordinator Community Planning • Infrastructure and Environment Group • Planning and Growth Group • Community and Culture Group

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
<p>Qualifications/Licences</p> <ul style="list-style-type: none"> • Tertiary qualifications in urban planning, economics, social science and or related field. • Current NSW Class C Driver’s Licence <p>Experience</p> <ul style="list-style-type: none"> • Community planning, including consultation, research, data analysis and strategy development • Developing high quality strategic and operational plans and reports • Policy analysis and development, especially in the fields of social infrastructure and social policy • Working in collaboration with a broad range of stakeholders • Developing programs and strategies in response to identified community priorities <p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Knowledge of Workplace Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity • Knowledge of emerging trends, principles and best practice in relation to social infrastructure and social policy • Knowledge of legislation relating to social infrastructure, and social policy, plans of management and community land • Ability to prepare high quality documentation and presentations • Analytical, creative thinking and problem solving skills • Project management skills
DESIRABLE CRITERIA
<p>Qualifications/Licences/Experience/Knowledge and Skills</p> <ul style="list-style-type: none"> • Experience applicable to the local government context. • Knowledge of issues facing regions experiencing significant growth. • Experience working in a government related role.

Our vision:

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

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous