

POSITION DESCRIPTION

Community Planning Policy Officer
(Social Planning) (POS1321)

Directorate:	Community and Culture	Department:	Community Development and Planning
Position Grade:	14	Reports to:	Coordinator Community Planning
Last review:	February 2017	Next review:	February 2019
		Version No.:	2.0

Position purpose:

To assist the Coordinator Community Planning in delivering Council's community planning program, including the development of social policy and strategy, the undertaking of social impact assessment, and community engagement.

Key accountabilities/responsibilities:

Responsible for:

- 1) Delivering on Council's community planning program
- 2) Researching and analysing relevant government policy in relation to social and community planning matters
- 3) Analysing demographic data, undertaking needs assessment and developing appropriate strategies and action plans in collaboration with appropriate stakeholders
- 4) Assisting in the development and review of Council's social policies
- 5) Reviewing social impact assessments and providing specialist input into Council's planning processes
- 6) Building credible relationships with internal and external stakeholders
- 7) Designing and implementing traditional and online community engagement programs that support the delivery of the community planning program
- 8) Other duties as directed by the Coordinator Community Planning

Decisions made in the position:

This position has no formal delegation of authority.

Decisions referred:

- 1) All expenditure
- 2) Development and updating of policy documents

Key issues/challenges:

- 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 of normal business hours as required
- 5) Developing a solutions focussed outcomes approach

Key working relationships:

- Coordinator Community Planning
- Government agencies
- Manager Community Development and Planning,
- Statutory Planning and Strategic Planning teams
- Infrastructure delivery team

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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 or a relevant field • Current Class C Driver's Licence <p>Experience</p> <ul style="list-style-type: none"> • A minimum of two years' experience in a community planning, social planning, economics or social research type role • Developing high quality strategic plans, policy and reports • Undertaking or reviewing social impact assessment of development applications, plans, policies or proposals • Working in collaboration with a diverse range of stakeholders • Developing programs and strategies in response to identified community needs <p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Knowledge of Occupational Health and Safety practices, the principles of Equal Employment Opportunity, and an understanding of multicultural diversity • Knowledge of emerging trends, principles and best practice in relation to social and community planning • Knowledge of legislation relating to social policy • Ability to prepare high quality documentation and presentations • Creative thinking and problem solving skills • Strong data and analytical skills • Project management skills
DESIRABLE CRITERIA
<p>Qualifications/Licences/Experience/Knowledge and Skills</p> <ul style="list-style-type: none"> • Well-developed knowledge of the 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