

Role Description



Position Title Principal Community Planning and Policy Officer

Position Number CCS050

Purpose of Role

Lead the development of strategic plans and policies that support the growth of creative, connected, inclusive and active communities within the region.

Specific Responsibilities

Lead the development and review of key strategic, operational and business frameworks, plans and policies to guide the delivery of Council's community services, sport and recreation functions.

Provide guidance and professional advice in the delivery of community planning and policy projects.

Develop, implement and review targeted community engagement strategies and activities for community planning and policy projects.

Provide expert advice and analysis of community, cultural, sport and recreation needs of the region, including future infrastructure and service delivery requirements.

Develop and maintain relationships with internal and external stakeholders including management, Councillors, community organisations and other Council departments.

Work Experiences and Skills – essential

Demonstrated experience in the preparation of high quality strategic plans, policies, multi-faceted reports, briefings and presentations.

Experience in the development and implementation of community services, sport and recreation planning and policy projects ideally within a local government context.

Demonstrated ability to develop and facilitate strategic community partnerships with a diverse range of stakeholders.

Exceptional written and interpersonal communication skills.

Highly-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation and contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

Degree in social planning, open space/recreation planning, town planning or other relevant field.

Current C class driver's licence.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

Our mission

We will serve the community to create a region of opportunity and a vibrant lifestyle, while focussing on excellence and sustainability.

Our values

Council proudly upholds the following values in its daily operations with customers, external partners and staff:

- Respect
- Service
- Integrity
- Teamwork
- Sustainability

Respect	Service	Integrity	Teamwork	Sustainability
<i>starting point</i>	<i>this is what we do</i>	<i>how we do it</i>	<i>working together</i>	<i>outcome</i>
<ul style="list-style-type: none">▪ We listen to people▪ We treat people fairly and consistently▪ We embrace diversity and opinions▪ We treat others as we wish to be treated	<ul style="list-style-type: none">▪ We seek to understand the needs of those we serve▪ We strive to exceed expectations▪ We communicate clearly▪ We take a positive approach▪ We are proud to serve our community	<ul style="list-style-type: none">▪ We are ethical and honest▪ We take responsibility for our actions▪ We act within statute and law▪ We take pride in the manner in which we perform our duties	<ul style="list-style-type: none">▪ We promote a friendly, supportive work environment▪ We inspire and encourage innovation▪ We develop and maintain relationships▪ We work collectively to achieve common goals▪ We work collaboratively with our community and external partners	<ul style="list-style-type: none">▪ We focus on the future▪ We respect the environment▪ We demonstrate leadership by example