

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES  
ENJOY A VIBRANT LIFESTYLE**

**Principal Community Planning and Policy Officer**

|                   |  |                       |  |
|-------------------|--|-----------------------|--|
| <b>Division</b>   | Community and Environmental Services       | <b>Department</b>     | Community Services, Sport and Recreation |
| <b>Reports To</b> | Community Development and Planning Manager | <b>Direct Reports</b> | Yes (1)                                  |

**Position Purpose**

Lead a team in the delivery of community planning and policy initiatives that provide strategic and operational direction across the areas of community services / development, sport and recreation.

**Key Responsibilities and Outcomes**

Operational

As a Principal Community Planning and Policy Officer and member of the Community Planning and Development Unit you will:

- Lead the development of comprehensive plans, policies, research and other initiatives that support the identification of the region's future community, sport and recreation needs and provide guidance to Council's related investment strategies.
- Lead the development and implementation of best practice community engagement activities associated with Council's community planning and policy initiatives.
- Provide specialist and technical input into Council's strategic and corporate planning activities regarding the current and future community service needs of the region.
- Provide professional guidance and supervision to members of the Community Planning and Policy team and foster a team culture characterised by high quality customer service, team work, innovation and excellence.
- Coordinate internal engagement across the organisation on a broad range of complex policy matters.
- Contribute towards the development and review of annual budgets (capital and operational), operational plans and other business planning activities.
- Prepare high quality Council reports, briefing notes and other business documentation as required.

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a leader of people, you will take accountability for demonstrating the values, expectations and behaviours and enable my team members to do the same.



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## Decision Making

**Budget** - N/A

**Delegations** - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

## Knowledge & Experience

- Demonstrated knowledge of community planning and policy frameworks.
- Experience in leading and supervising a team to achieve desired operational and strategic outcomes within a complex operating environment.
- Strong experience in social research, including demographic and social trend analysis.
- Demonstrated knowledge of the contemporary issues, challenges and trends experienced by community organisations and the community services sector.
- Strong experience in the preparation of high-quality strategic plans, policies, multi-faceted reports, briefings and other business documentation.
- Demonstrated experience in the development, implementation and facilitation of community engagement activities.
- Strong project management skills including the ability to meet competing deadlines, manage multiple projects and be adaptive in a rapidly changing environment.
- Highly developed relationship skills with a demonstrated ability to communicate and motivate effectively at all levels of the organisation and build productive relationships with external stakeholders.

## Qualifications

- Degree level qualification in community planning / development, urban and regional planning or other relevant field.
- Current Class C drivers licence.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*