

Community Facilities Planning Officer

Position Description

Directorate	Community and Environmental Services	Department	Department
Reports To	Community Facilities Planning Coordinator	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 6

Position Purpose

This position is responsible for leading the development and implementation of community facility planning projects and the provision of specialist technical advice to stakeholders.

Key Responsibilities and Outcomes

As a Community Facilities Planning Officer, you will:

- Lead the development of comprehensive plans, policies, assessments, research and other initiatives that support identification of the region's community facility needs and provide guidance to Council's community facility investment strategies.
- Provide specialist technical input into Council land use, infrastructure, and strategic planning activities regarding the current and future provision of community facility needs of the region.
- Facilitate project-based community and key stakeholder consultation for a range of community facility projects, including leading external stakeholder engagement and community meetings and workshops.
- Prepare high quality Council reports, briefings and other business documentation as required.
- Contribute to a positive team environment in order to achieve high performance, continuous improvement and customer focused culture.
- Develop and maintain strong working relationships with internal and external stakeholders.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE
TEAMWORK
INTEGRITY
RESPECT
SUSTAINABILITY

Decision Making	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
<ul style="list-style-type: none"> • Strong experience in the conduct of social research, including demographic and social trend analysis. • Demonstrated knowledge of community facility planning frameworks and practices. • Demonstrated experience in the preparation of high-quality strategic plans, policies, multi-faceted reports, briefings and other business documentation. • Strong project management skills, including the ability to meet competing deadlines, manage multiple projects and be adaptive in a rapidly changing environment. • Highly developed people and relationship skills with a demonstrated ability to work in a team environment and communicate and motivate effectively at all levels of the organisation. • Highly developed written and oral communication skills.

Qualifications
<ul style="list-style-type: none"> • Tertiary qualification in social sciences, land use planning, facility management, or other relevant discipline. • Current "C" Class Driver's Licence.

Note: 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.