

Principal Community Planning and Policy Officer

Position Description

Directorate	Community and Environmental Services	Department	Community Services, Sport and Recreation
Reports To	Community Planning and Development Manager	Direct Reports	Yes
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 7

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

As a Principal Community Planning and Policy Officer you will:

- Lead the development of comprehensive plans, policies, research and other initiatives that support the identification of the region's future community wellbeing needs and provide guidance to Council's related investment strategies.
- Lead multi-disciplinary and cross-functional projects to leverage resources and technical expertise, identify solutions and deliver the department's operational and strategic outcomes.
- Lead internal and external stakeholder engagement 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 safe and healthy team culture, characterised by high quality customer service, team work, innovation and excellence.
- Build connections across the organisation to address complex policy matters and drive collaborative delivery of services.
- 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.

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 leader you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

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.
- Demonstrated advance research and critical analysis skills 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 and stakeholder engagement activities.
- Strong project management skills including early identification and resolution of issues, ability to 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.

Qualifications

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