

POSITION DESCRIPTION

POSITION TITLE:		Senior Planner (Community Health and Safety)			
POSITION NO:		703502	CLASSIFICATION:		Band 7
DIVISION:		Community Wellbeing			
BRANCH:		Social Strategy and Community Development			
UNIT:		Social Strategy			
REPORTS TO:		Senior Coordinator Social Strategy			
POLICE CHECK REQUIRED:	No	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- Deliver specialist and expert advice to the organisation, and other stakeholders as required, on addressing matters of community safety and public health through into policy, plans, strategies and programs.
- Employ theoretical and practical knowledge from the fields of town planning (statutory and strategic) and public health to ensure a holistic and integrated response to promoting population health and wellbeing for the municipality.
- Manage and drive the Municipal Public Health and Wellbeing Plan and Night Time Economy Strategy and develop, implement and evaluate projects to address community safety and promote population health and wellbeing.

- Identify and articulate the issues and trends affecting community safety and public health and demonstrate leadership in both raising awareness and finding solutions.
- Identify, establish and maintain effective working relationships and a network of strategic alliances with stakeholders across community, government and nongovernment agencies to promote community safety and public health.

ORGANISATIONAL CONTEXT

The City of Yarra is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base.

Yarra City Council has a proud history in advocacy, social planning and community development. Yarra is a rich and diverse municipality both in terms of its population and its dense network of community based agencies.

Community Wellbeing Division

The Community Wellbeing division promotes and enhances community well-being through funding programs, service provision and community partnerships.

Services include: maternal and child health, family support, youth services, aged and disability services, arts and cultural development, library services, family and children's services, social policy and venues and events.

Community Wellbeing is committed to achieving the organisational goals outlined in the Council Plan. Works to improve community wellbeing as well as to increase resident participation in public life through five broad approaches:

1. Understanding local issues and opportunities
2. Developing and implementing key plans and strategies
3. Partnerships and projects
4. Advocacy and lobbying from a rights based approach
5. Supporting and enhancing community participation.

The Senior Planner Community Health and Safety will be part of **Social Strategy and Community Development Branch** in the **Community Wellbeing Division**

The **Social Strategy and Community Development Branch** focuses on the development of responsive social strategy, planning and research with an emphasis on community development, encouraging community connections and growth in community capacity.

The branch responds to social and community issues through partnerships and planning. This means identifying local issues through research and consultation, bringing together and leading local stakeholders, lobbying and advocating to other agencies and levels of government and supporting the delivery of local services that promote community health and wellbeing.

1. *Social Strategy*: Respond to social issues in the municipality and address local community needs for Council by delivering social research services and providing objective and evidence-based policy advice. Fostering partnerships with other agencies, levels of government and community organisations and delivering strategies such as the Municipal Public Health and Wellbeing Plans (including

Community Safety), Gambling Policy, Licensed Premises Policy, Yarra Pricing Policy, and Social and Affordable Housing Strategy and Homelessness Strategy.

2. *Community Development*: Help create an environment where community-led solutions to social issues can be developed, promoted and implemented by Council through policies, strategies and programs, recognising that community involvement in identifying and addressing local matters is key to policy success. In collaboration with local community organisations, groups and others, deliver key programs and strategies such as the Community Grants Program, Neighbourhood Houses and Learning Centres Network, Volunteering Strategy, Multicultural Partnerships Plan (Multicultural Advisory Group, Yarra Settlement Forum Yarra and Interfaith Network) and Community Strengthening Policy Framework.

ORGANISATIONAL RELATIONSHIP

Position Reports to:	Senior Coordinator Social Strategy
Internal Relationships:	The Officer will work with staff at all levels of the organisation. The Officer will coordinate the Yarra Health Plan Advisory Committee, Local Safety Reference Group and Yarra Liquor (Licensee) Forum. The Officer will work with key decision-makers, including Executive and Councillors.
External Relationships:	The Officer is required to negotiate and maintain a professional relationship with a range of Federal, State, Regional and Local Government agencies; public and private, sector agencies, peak bodies, and advocacy organisations.
Project Management:	The Officer will be allocated portfolio responsibility for particular areas of work. The Officer will be required to take lead responsibility for their portfolio areas and to proactively establish and coordinate internal / external project teams to progress these projects.

KEY RESPONSIBILITY AREAS AND DUTIES

To promote the health and safety of the community of Yarra through the delivery of projects, policy and advice based upon sound evidence and developed through whole of-organisation involvement, inter-agency collaboration and community engagement.

- Develop, coordinate, monitor and drive the Municipal Public Health and Wellbeing Plan, Night Time Economy Strategy as well as other strategies, plans and policies that are substantively focused on promoting community safety and public health.
- Draw on theoretical and practical knowledge from the fields of town planning (statutory and strategic) and public health to achieve integrated responses for Council in its policies, strategies, programs and services.

- Demonstrate initiative and proactively develop strategic responses to issues of community safety and public health and present these before decision-makers.
- Proactively monitor the external social, political and economic environment at the local, State, National and international level with the aim of identifying trends and issues that may impact on Council and the Yarra community.
- Draft articulate and accessible briefs, reports, and policy papers for key decision makers, particularly Executive and Council.
- Demonstrate leadership and initiative in coordinating internal and external committees and networks such as the Yarra Health Plan Advisory Committee, Local Safety Reference Group and Liquor (Licensee) Forum including secretariat support.
- Represent Council on relevant State, regional and local networks, reference groups and advisory committees that promote community safety and public health.
- Judiciously manage financial resources allocated to community health and safety.
- Develop project briefs and be responsible for procurement and the management of contractors and suppliers.
- Pursue public and private sector funding opportunities (e.g. grant applications, etc.) for the Council and/or agencies and community groups to deliver projects, programs or services to the community deliver primary and secondary research to the organisation personally, with colleagues and/or through the use of consultants, through both qualitative and quantitative methodologies.
- Evaluate activities to establish consistent, effective and efficient practice in the domains of community safety and public health.
- Consult with service providers, community groups, businesses and residents on current and emerging issues affecting community safety and public health initiatives and engage stakeholders in the delivery of appropriate and timely responses.
- Promote Council activities, services and achievements and prepare communications collateral including media releases, promotional and educational materials.
- Occasional supervision of casual or temporary project staff as needed.
- Work closely with the Senior Coordinator, Manager and other officers to ensure a coordinated, well informed approach to community safety and public health.
- Positively participate in a dynamic work environment which encourages a team-based approach to projects and responsibilities.
- Other duties as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Senior Planner (Community Health and Safety) is to manage resources and provide expert and specialist advice in the development of policy, strategies and programs that will have a significant impact on the Unit, Branch, the wider organisation and into the community.

The Senior Planner (Community Health and Safety) has the freedom to act on all day-to-day matters relating to the projects and programs under their control within budget parameters and Council's delegation framework.

The Senior Planner (Community Health and Safety) is required on an on-going basis to liaise with relevant staff regarding elements of their work that will have an impact on other areas of Council and community activities.

The Senior Planner (Community Health and Safety) is directly accountable to the Senior Coordinator Social Strategy with regard to their portfolio responsibilities outlined in the PD.

Safety & Risk

- Role model a safety and risk management culture, and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
- Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
- Conduct on-site safety and risk training and inductions.
- Identify hazards, assess, report and investigate incidents, train staff and where practicable, resolve any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Ensure consultation with staff on OH&S issues as early as practicable, and include Safety and Risk in all team meeting agendas.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Role model and assist all employees to embrace the following Sustaining Yarra principles in their day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Role model behaviour which exhibits the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community. Include conversations about living the values in performance development reviews.
 - Respect
 - Teamwork
 - Innovation
 - Sustainability
 - Accountability
 - Integrity

JUDGEMENT AND DECISION MAKING

The Senior Planner (Community Health and Safety) is required to exercise independent professional judgment, adaptability, and solve problems through critical thinking, employing conceptual skills and drawing on their own expert knowledge with limited guidance. The position is also required to:

- Engage and frequently work with a wide range of internal and external stakeholders, including Councillors, Executive, State Government Departments and community service providers – to establish policy outcomes and ensure the commitment to actioning these
- Understand and account for the political environment in which Council operates
- Make decisions ranging from those associated with day-to-day matters to more complex issues using a high degree of creativity, originality and innovation.
- Matters of a sensitive nature should be brought to the attention of the Senior Coordinator Social Strategy.

KEY COMPETENCIES

SPECIALIST KNOWLEDGE AND SKILLS:

Experience:

- Capacity to promote community safety and/or public health through public policy and/or strategic program and/or service planning.
- Demonstrated knowledge of the statutory environment as it relates to public health (including alcohol and other drugs policy environment), planning and environment, community safety and local government.
- Highly developed capacity to apply theoretical (academic) and applied knowledge from the fields of town planning (statutory and strategic) and public health to ensure a holistic and integrated response to promoting population health and wellbeing for the municipality.
- Demonstrated knowledge of the local government annual planning and budgeting process including Council Plan, Municipal Public Health and Wellbeing Plan, community planning and associated reporting activities.

Management Skills:

- Ability to initiate, lead, plan, prioritise and organise work independently within a set timetable and in an environment of change and conflicting demands.
- Ability to proactively develop and recommend initiatives to improve organisational practice and processes.
- Ability to work with minimal supervision to achieve Unit outcomes.
- Capable of managing contractors and suppliers for specific programs and projects.
- Highly developed skills in program/project management.
- Highly developed skills in facilitation, planning, development, monitoring and evaluation.

- Ability to liaise and work effectively across Council and with external agencies and community groups.

Interpersonal Skills:

- Highly developed skills in written communication including a high standard of correspondence, report writing and strategic advocacy and able to prepare submissions, reports and specifications.
- Highly developed oral communication skills, including an ability to represent Council at public meetings— as well as with external stakeholders including officers of State Government Departments and agencies, and local community and health services.
- Ability to solve problems through discussion, negotiation, teamwork and creativity.
- Ability to represent the Social Strategy Unit on committees and other groups as required.
- Ability to consult, negotiate and gain co-operation from a range of people including other staff, businesses, residents and ratepayers, community groups, statutory and government personnel, community interest groups etc.
- Ability to influence and gain the co-operation and assistance of a wide range of stakeholders and employees.

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualifications in the social sciences, health sciences or related field.
- Postgraduate qualifications in public health or related field.
- Previous experience working in a planning and/or policy development within a government/non-government organisation or comparable work setting.
- Previous experience and/or demonstrated knowledge in public health is essential.
- Previous experience in town planning (statutory or strategic) will be well regarded.
- Experience in local government is highly desired

KEY SELECTION CRITERIA

1. Demonstrated theoretical knowledge and applied skills to promote community safety and/or public health through the context of public policy, health promotion or service planning.
2. Proven capacity to show initiative and deliver specialist and expert advice to key decision-makers on addressing matters of community safety and public health through policy, plans, strategies and programs.
3. Proven ability to build and continuously develop specialist and expert knowledge and to apply this successfully in a work setting.
4. Proven ability to develop constructive relationships with internal and external stakeholders.
5. Highly developed written and verbal communication, including drafting articulate and accessible briefs, reports, and policy papers and presenting at public forums.

6. Demonstrated experience and sound skills in project management and the ability to manage a diverse range of tasks, work under pressure and meet deadlines.
7. Experience in government/non-government organisation or comparable work setting.