

Position Description

Position Title:	Senior Community Planning Coordinator
Classification:	Band 8
Business Unit:	Community and Economic Development
Reports to:	Manager Community and Economic Development
Status:	Full Time
Approved by:	Director Community Wellbeing
Reviewed:	June 2024

1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Jewish Holocaust museum and much more.

2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*

Position Description

- Integrity – *Being open and honest*

2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Community Wellbeing;
- Customer and Corporate Affairs;
- Planning and Place; and
- Sustainability, Assets and Leisure.

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

3. Position Purpose and Background

The Senior Community Planning Coordinator will deliver strategic outcomes to enhance the health and wellbeing of the Glen Eira community in collaboration with all departments in Community Wellbeing and across the organisation.

4. Working Relationships

Reports To: Manager Community and Economic Development

Direct Report: Research and Project Support Officer

Position liaises with:

Internal

Managers within Council

Community Development teams and officers

Other Council Staff

External

Glen Eira residents

Local, State and Federal Government departments

5. Key Responsibilities

- Lead and facilitate the development, review, monitoring and reporting of policies, strategic plans and quality requirements that relate to Community Development and other Community Wellbeing Departments.
- Interpret, draft and review policy, advice, strategic implementation and procedural directions.
- Conduct research and industry benchmarking to inform policy and strategy development.
- Facilitate, develop and monitor Department and Directorate commitments that meet the strategic imperatives of the Council Plan and Community Wellbeing Plan.
- Liaise with staff, senior leaders and business units regarding culture, wellbeing, project updates, proposals and planning.

Position Description

- Develop, oversee and monitor strategies, policies and procedures to maximise community benefit and minimise risks.
- Build and develop relationships with all teams in Community Development and as required across the Community Wellbeing directorate for increased efficiency and effective responsiveness in existing operations and defining new operational strategies.
- Work with Director and Managers on special strategic projects including but not limited to Community Wellbeing assets review, gender equality and family violence prevention, reconciliation, cultural and faith diversity and all abilities evaluation and program review.
- Serve as a subject matter expert, handling enquiries and developing action plans to address them and assisting with the preparation and disseminations of key messages and communications.
- Ensure that all organisation and department policies are current and procedures adhered to.

Government/Stakeholder Relations and Advocacy

- Effectively and appropriately represent the organisation at relevant events, conferences, meetings and delegations to State and Federal Government.
- Develop and participate in networks with local, regional, state and national organisations in relevant sectors.

5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Senior Community Planning Coordinator:

- Develop policy options and strategic directions and plans in relation to Community Development and other Departments in the Community Wellbeing Directorate, the incumbent will have wide freedom to act in this regard.
- Monitoring and reviewing industry trends and community needs and ensuring that strategic reviews and plan and strategy development meets need and requirements.
- Provide strategic and specialist advice to senior management and Council.

Position Description

5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Senior Community Planning Coordinator:

- Provide advice and support to staff on broad strategic issues relating to Community Development and other relevant services.
- Review and develop policies, systems and procedures within Community Development and other Departments in Community Wellbeing. This may include identifying and seeking analysis from an unspecified range of options.
- The Senior Community Planning Coordinator will be responsible for identifying an unspecified range of options for consideration by the Manager Community and Economic Development before a choice can be made.

5.4 Management Skills

The following describes managerial skills required by the Senior Community Planning Coordinator:

- Demonstrated ability to develop work plans and timelines and to implement and complete these successfully.
- Ability to lead and supervise staff as required.
- Demonstrated ability to influence others to gain cooperation and achieve outcomes.
- Demonstrated ability to education, inform, coach and mentor others.
- Demonstrated ability to manage time, set priorities and planning oneself and the team if/when required.

5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Senior Community Planning Coordinator:

- Highly developed oral and written communication skills and an ability to articulate information and translate this into high level organisation plans and policies.
- Ability to lead, motivate and develop staff.
- Able to negotiate and convince clients, members of the public and external organisations and agencies.

5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Senior Community Planning Coordinator:

- Solid ability to manage workload to a high standard.
- Proven ability to accurately assess the political environment
- High level of verbal and written communication skills and an ability to use persuasion and influencing skills.
- Proven ability to maintain internal/external contacts and networks.
- Demonstrated ability to develop effective working relationships with Council staff, service providers, consultants and the community.

Position Description

- Excellent conflict resolution and negotiating skills.
- Strong decision-making abilities and the ability to articulate reasons for decisions.
- Proven capacity in working with others in a productive structured, cooperative and integrated way.
- Show motivation and initiative in all working aspects/duties.
- Confidence to successfully present to Council.

5.7 Qualifications and Experience:

- Tertiary qualification in Social/Applied Sciences, Community Development or related discipline or related field.
- Extensive experience in researching, reviewing and developing strategic directions and strategic plans.
- Demonstrated ability to interpret strategic objectives into operational outcomes.

6. Performance Review

The Senior Community Planning Coordinator will be required participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Senior Community Planning Coordinator may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- Tertiary qualification in Social/Applied Sciences, Community Development or related field.
- Demonstrated experience in the development and review of clear, concise and authoritative documents, papers and reports on complex policy and legal policy issues for varied audiences.
- Well developed evaluation, analytical and problem-solving skills.
- Exemplary relationship skills to foster and develop collaboration within the organisation and with state and federal government departments and agencies.
- Experience in coordinating and managing complex projects.
- Exceptional written and oral communication skills and proficiency in the use of IT systems including Microsoft Office.

8. Other Information

- Position is subject to the satisfactory completion of Police Records Check.
- Victorian Drivers Licence is mandatory.
- The position is located at the Glen Eira Town Hall, however the incumbent may be required to travel to other Council offices from time to time.
- Glen Eira has embraced a hybrid work model which includes the ability to work from home part-time, subject to team and operational requirements.



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Position Description

- In accordance with Council's COVID-19 Protective Behaviours Policy, the incumbent will need to demonstrate evidence of approved COVID-19 vaccinations or authorised medical exemption.