

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

### Community Facilities Planning Officer

<b>Division</b>	Community and Environmental Services	<b>Department</b>	Community Service, Sport and Recreation
<b>Reports To</b>	Community Facilities Planning Coordinator	<b>Direct Reports</b>	No

### Position Purpose

Support the development and implementation of community facility strategies and initiatives that support the growth of creative, connected, inclusive and active communities within the Region.

### Key Responsibilities and Outcomes

#### Operational

- Undertake a range of activities which support the preparation of facility based strategic plans and policies that guide the delivery of Council's community services, sport and recreation functions.
- Design and deliver community engagement activities as part of Council's community facility planning projects.
- Undertake research and analysis of community and demographic trends to ensure that strategic plans and policies which meet the needs of a diverse and broad community.
- Provide a range of advice and support to the team on matters that relate to quality outputs regarding community, cultural and sport and recreation facility needs of the Region.
- Build relationships with a range of internal and external stakeholders in order to deliver quality service outcomes.

#### 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 team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

### Decision Making

#### **Budget - \$**

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

### Knowledge & Experience

- Experience in project management and social research to support the development of informed project planning and delivery.
- Strong level of emotional intelligence and experience working and engaging with community groups and other key stakeholders.
- High level of skill in conceptual and innovative problem solving, analysis and assessment in order to deliver a range of facility planning outcomes.

- Experience supporting the development of internal plans, strategies and frameworks as they apply to community facilities planning.
- A sound understanding of the economic, political and social influences relating to the local government environment.

Qualifications

- Current C class driver’s licence.
- Degree in Urban or Social Planning, or Facilities Management highly desirable.

*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 employees to perform other duties at their discretion.*