



# POSITION DESCRIPTION

Cardinia

<b>Position Title:</b>	<b>Social Infrastructure Planner</b>		
<b>Classification:</b>	<b>Band 6</b>	<b>Status</b>	<b>Full Time or Part Time</b>
<b>Group:</b>	<b>Liveable communities</b>	<b>Business Unit:</b>	<b>Active &amp; Connected Communities</b>
<b>Reports to:</b>	<b>Coordinator Community Services and Infrastructure Planning</b>		
<b>Direct Reports:</b>	<b>NIL</b>	<b>Date:</b>	<b>January 2024</b>

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

- Effectively plan for the delivery of a range of Council's community services and infrastructure to meet the needs of the Cardinia Shire community.
- Implement and review key planning frameworks including but not limited to the Community infrastructure Plan, ensuring that Council has a clear direction in relation to current and future community services and infrastructure needs.
- Assist in embedding a community service and infrastructure planning approach, that aligns to Council's strategic goals including but not limited to the Community Vision, Council Plan, Liveability Plan and Asset Plan, and responds to current and future needs of the community
- Prepare relevant funding and policy submissions and reporting relating to funding bodies, grants and agreements, including but not limited to Council-wide coordination of key community infrastructure funding programs, and negotiations relating to implementation and monitoring of the Kindergarten Infrastructure Service Plan (KISP).
- Represent the Project Sponsor to coordinate the planning, feasibility, scoping, design and costing of priority capital projects in accordance with Council's Project Methodology Framework.
- To analyse and monitor the performance of Council's community services to ensure quality and timely delivery of services in accordance with Council and community expectations
- Ability to bring and test new thinking and planning to infrastructure planning, services delivery, activation, monitoring and evaluation.
- Assist in the evaluation and reflective practice on the effectiveness of community services and infrastructure delivery, services and associated projects to inform the thinking and planning for future community infrastructure.

## **KEY RESPONSIBILITIES AND DUTIES**

Key responsibilities include, but are not limited to:

- Facilitate collaboration and maintain excellent working relationships across the organisation and with key external stakeholders.
- Contribute to the development of an integrated service model for new or redeveloped community facilities.
- Facilitate an integrated community services and infrastructure approach that aligns to service planning, activation models, long term financial and asset management planning.
- Collaborate with relevant services and external partners on research and learnings focused on community infrastructure service planning, end user and activation models.
- Analyse and monitor the performance of Council's community services to ensure quality and timely delivery of services in accordance with Council and community expectations.
- Provide leadership in the promotion and coordination of partnership opportunities, resource sharing and innovative community infrastructure responses to meet the service needs of growing and diverse communities.
- Develop project scope, feasibility, seek any approvals required to ensure project readiness.
- Contribute to the evaluation and reflective practice on the effectiveness of community services and infrastructure delivery, services, and associated projects to inform the thinking and planning for future community infrastructure.
- Prepare reports, policies, and procedures for consideration by the Senior Management and Councillors as required.
- Conduct project evaluation upon completion and create a recommendations report in order to identify successful and unsuccessful project elements.
- Lead planning processes relating to new or existing infrastructure that will deliver a quality community services that responds to the current or projected demand
- Work with stakeholders to review Council's existing community facilities with a focus on the identified high priority areas of Cardinia, to explore opportunities for infrastructure solutions which address gaps in community services and facilities which may include opportunities to maximise utilization or rationalize Council assets
- Work with the broader team to ensure community service and infrastructure projects are planned and delivered to meet stakeholder expectations and in line with the Community Infrastructure Plan

## **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Freedom to act within set policies, procedures, objectives and allocated budget(s)
- Lead the development of policy
- Contribute to Business Unit Planning Policy recommendation and formulation
- Specialist advice- freedom to act subject to professional and regulatory review
- Translating of Government policy in local operational policy and practice development
- Ensure all personnel, practices and procedures in Council sponsored programs comply with relevant legislation, National Standards and Council policy
- Preparation of applications and project reports for funding bodies

## **JUDGMENT AND DECISION MAKING**

- Considerable autonomy in decision making within approved project documentation and within delegation
- Development of specifications / tender documentation and assessment of quotes and tenders requires keen attention to detail and sound judgement.
- Required to apply analytical reasoning to solve problems and recommend and implement solutions.
- Utilise judgement to prioritise daily routine functions along with specific allocated tasks to achieve work targets.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Experience in community services and infrastructure planning, design and delivery
- Extensive experience in the completion of funding submissions.
- Experience and understanding of performance management and contract management principles as well as an understanding of evaluation methodology to collect, collate and analyse outputs/outcomes for beneficiaries.
- Demonstrated proficiency in quantitative and qualitative research methodologies, including demographic analysis, needs analysis and community engagement practices
- Experience and understanding of community development practices and supporting and developing relationships with non-government sector service providers.
- Understanding of the interface between public wellbeing and community service and infrastructure planning to achieve positive social, economic, and environmental outcomes for individuals and the community.
- Proficient computer skills (MS suite).

## **INTERPERSONAL SKILLS**

- Ability to engage and work collaboratively with contractors, local community, stakeholders and colleagues.
- Ability to function as a member of a multi-disciplinary team and build relationships and partnerships.
- Ability to provide mentoring support to junior staff to support their skill development
- Demonstrated ability to resolve conflicts.
- A team focused approach
- Highly developed oral and written communication skills to enable effective communication with a wide variety of people from all levels and background including partner organisations, government authorities, staff, contractors and the public.
- Well-developed community engagement skills
- Excellent change management, negotiation, facilitation and influencing skills.
- Ability to gain cooperation and assistance from other employees, partners, key stakeholders, community and contractors.
- Ability to effectively prioritise and execute tasks in a high-pressure environment is crucial

## **MANAGEMENT SKILLS**

- Collaborative leadership approach across the Teams and the broader organisation.
- Ability to manage time, set priorities, plan and organise own work and that of others under the position's supervision.
- Ability to lead, negotiate and influence outcomes with project partners and funding bodies.
- Ability to meet objectives and goals despite conflicting work pressures or resistance to change
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Can react to project adjustments and alterations promptly and efficiently.
- Ability to bring projects to successful completion through political sensitivity
- Contribute to implementing personnel policies and practices within the organisation

## **QUALIFICATIONS AND LICENCES**

- An appropriate tertiary qualification in Social Planning, Urban Planning, Community Services, or a relevant discipline and several years of relevant experience working in a similar role.
- Extensive demonstrated experience within a community service and infrastructure planning role
- A track record of successfully delivering complex projects or change initiatives
- Proven experience in project management and understanding of project management methodologies
- Proven experience in developing strong partnerships, relationships and buy in across a diverse organisation.
- Experience in service improvement, research and evaluation

- Current Victorian Drivers Licence
- A current Working with Children's Check

### **KEY SELECTION CRITERIA**

- An appropriate tertiary qualification in Social Planning, Urban Planning, Infrastructure Planning, Community Services, or a relevant discipline and relevant experience working in a similar role.
- Demonstrated project management framework skills - Proven record of successfully leading community infrastructure projects from inception to completion and working collaboratively with a range of stakeholders
- Demonstrated experience in community services and infrastructure development and delivery - mapping, policy development and evidenced based planning to meet the service and community need
- Demonstrated experience in developing and maintaining partnerships and build collaborative working relationships both within an organisation and externally
- Demonstrated research, analytical skills and problem solving evidenced based skills to translate complex data and issues into accessible, coherent information and messages.
- Demonstrated ability to produce high standard oral and written communications including reports, policies, presentations, and other correspondences such as submissions.
- Extensive knowledge of the role of Local Government in the provision of community services and infrastructure planning, across diverse and growing communities.

### **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

<b>Tenure</b>	Full time or Part Time on-going position
<b>Pre-employment checks</b>	All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.