



POSITION DESCRIPTION

Position Title:	Social Infrastructure Planning and Project Officer		
Classification:	Band 6	Status	Part time 0.8 EFT (18 month term)
Group:	Planning and Community Services	Business Unit:	Active & Connected Communities
Reports to:	Team Leader Social Infrastructure Planning		
Direct Reports:	N/A	Date:	December 2024

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

- Collaboratively work with internal and external stakeholders to develop a Kindergarten Infrastructure Service Plan (KISP) that will effectively meet the service and infrastructure needs of the Cardinia Shire 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).
- 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

- Support in the development of the planning, feasibility, scoping, design and costing of priority capital projects related to Kindergarten and Community Infrastructure 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, including the Department of Education.
- Provide support the development of a Kindergarten Infrastructure Service Plan that will assist with prioritisation and planning of kindergarten services and facilities to meet the requirements of State Governments Best Start, Best Life Reform.
- Support with the development of various early years design and planning projects relating to new or existing infrastructure that will deliver a quality kindergarten program that responds to the current or projected demand for funded kindergarten places
- Work with stakeholders to review Council's existing early years facilities with a focus on the identified high priority areas of Cardinia, to explore opportunities for infrastructure solutions which address gaps in services and facilities for three- and four-year-old kindergarten which may also include other child, youth and family collocated services.
- Support delivery of an integrated community services and infrastructure approach that aligns to service planning, activation models, long term financial and asset management planning.
- 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.
- Collaborate with relevant services and external partners on research and learnings focused on community infrastructure service planning, end user and activation models.
- Support with coordination of project scoping, feasibility investigations, and seek any approvals required to ensure project readiness. Including working with stakeholders to develop facility concept designs and costs for priority project/s.
- 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.
- 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.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Formal input into policy development within their area of expertise and/or management.
- In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and/or budgets, with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Problem solving may involve the application of these techniques to new situations.
- The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available however, the incumbent must display significant independent ability and knowledge when making decisions.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated understanding and knowledge in Infrastructure planning, community services planning, or social planning.

- Demonstrated understanding and knowledge in the completion of funding submissions and associated collaboration and reporting.
- Demonstrated knowledge and experience with the application of project management principles and procedures.
- 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.
- Where applicable, experience in managing and delivering employee lifecycle support and initiatives.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Capable of producing sound and confident decisions and solutions within critical timelines.
- Manage business unit operational budget within set parameters and delegation of authority.
- Data analysis and report writing, with a strong attention to detail.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, members of the public, other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems.
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication (written and verbal) and interpersonal skills with the ability to clearly articulate and present information as required.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Managing time, setting priorities, planning and organising own work and where appropriate other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- An appropriate qualification in Infrastructure Planning, Community Services Planning, Social Planning, or a relevant discipline and relevant experience working in a similar role.
- Proven experience in data analysis, research and evaluation, with strong attention to detail
- Proven experience in project planning, coordination, and implementation, with a focus on kindergarten and/or community infrastructure.
- Proven experience in project management and understanding of project management methodologies
- Proven experience in stakeholder engagement, communication, and relationship management, especially in infrastructure planning or projects.
- Proven experience in developing strong partnerships, relationships and buy in across a diverse organisation and with external stakeholders.
- A current Victorian drivers licence.

KEY SELECTION CRITERIA

- Demonstrated experience in Infrastructure Planning, Community Services Planning or Social Planning
- Demonstrated experience in kindergarten and/or 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 ability to produce high standard oral and written communications including reports, policies, presentations, and other correspondences such as submissions.
- Demonstrated ability to successfully lead projects from inception to completion and working collaboratively with a range of stakeholders
- Extensive knowledge of the role of Local Government in the provision of community services and infrastructure planning, across diverse and growing communities.
- Knowledge and experience of Local Government policies, procedures and relevant acts and regulations.
- Able to work with minimum supervision and make sound decisions based on experience and good judgement.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

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.

Tenure This is a part time maximum term position.

Pre-employment checks 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.