

# Position Description

<b>POSITION TITLE:</b>	Community Facilities Planner (Early Years)
<b>POSITION NO:</b>	4267
<b>DIRECTORATE:</b>	Community Life
<b>DEPARTMENT:</b>	Social Strategy
<b>SECTION:</b>	Community Facilities Planning
<b>CLASSIFICATION:</b>	Band 7
<b>LOCATION:</b>	Council Offices and Facilities
<b>DATE:</b>	January 2025

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Coordinator Community Facilities Planning
<b>Supervises:</b>	Nil
<b>Internal Liaisons:</b>	Manager Community Planning, Community Facilities Planning Coordinator, Community Life Directorate team members, all Council employees.
<b>External Liaisons:</b>	Federal and State Government departments, local service providers, Project consultants, Contractors and members of the public and residents.

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

## PRIMARY OBJECTIVES OF POSITION:

Lead the planning, development and delivery of Community Facilities Planning (Early Years) projects across the Community Life directorate that respond to the needs of the community.

Lead and manage relevant stakeholders through the planning, development and delivery of Community Facilities Planning (Early Years) projects across the Community Life directorate.

Develop, implement and evaluate key strategic plans, frameworks and policies that relate to Community Facilities Early Years Infrastructure requirements that respond to the needs of the community.

## DUTIES AND RESPONSIBILITIES

- Lead the development, implementation and evaluation of key strategic plans, frameworks and policies that relate to Community Facilities Planning (Early Years) and respond to the needs of the community.
- Develop relevant project briefs, plans, business cases and other required documentation that relate to Community Facilities Planning (Early Years) projects.
- Lead and develop a long term plan to support the maintenance, renewal, upgrade or new development of Community Facilities Planning (Early Years) assets and facilities.
- Support the development, review and implementation of the Capital Works program relevant to Community Facilities Planning (Early Years).
- Lead the submission, reporting and acquittal of appropriate funding opportunities that support Community Facilities Planning (Early Years).
- Provide specialist advice pertaining to legislative requirements and facility needs that relate to Community Facilities Planning (Early Years).
- Establish strong partnerships with key internal and external stakeholders that manage expectations, provide clear communication and establishes strong Community Facilities Planning (Early Years) outcomes.
- Manage the financial requirements, monitoring and reporting of relevant budgets.
- Establish and lead relevant Project Working Groups for Community Facilities Planning (Early Years) to ensure that projects meet the changing needs of the community.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

### Organisational Responsibilities:

- Comply with the requirements of applicable Child Safety legislation such as the Child Wellbeing and Safety Act 2005 (Vic), Crimes Act 1958 (Vic), Children, Youth and Families Act 2005 (Vic), and Working with Children Act 2005 (Vic). Comply with Council's Child Safe Standards and Reportable Conduct Policy and assist Council to achieve a prevention focused, proactive and participatory approach to achieving and maintaining Child Safety.
- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Participate in the development of Council's policies and procedures within area of expertise and/or management relevant to the role. Accountable for the quality and effect of the work on policies developed.
- Act within clear policies, objectives and budgets, and regularly report to manager on decision making, particularly when having a significant effect on Council's programs or projects and respective public perception.

- Maintain and improve standards of work specific to the role and responsibilities.
- Provide advice to internal stakeholders and regulate clients or external stakeholders as required.

## **JUDGEMENT AND DECISION MAKING**

- Exercise judgement and autonomy to make decisions and resolve problems. Decision making is based on specialised methods, procedures and processes developed from theory or precedent.
- Guidance is not always available within the organisation and may require pursuit of external resources.
- Ability to improve or develop methods, procedures and processes relevant to the role, identifying and analysing a wide range of options prior to making a recommendation.
- Exercise discretion and confidentiality as required.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Proficiency in the use of technology and systems and the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Sound knowledge of relevant Local, State and Federal Government legislation, Acts and regulations relevant to the role.
- Ability to develop, implement and maintain project briefs and budgets and knowledge of relevant financial and accounting procedures.
- Ability to develop interpret and implement policy.

## **MANAGEMENT SKILLS**

- Ability to set priorities, manage time, plan and organise own work and when required, and where appropriate, the work of any direct reports, to achieve team and organisational objectives within a set timeframe, despite conflicting pressures.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, Recruitment, L&D etc.
- Leadership, supervisory and motivational skills to support other employees and provide on the job training and guidance.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to the team of their long term goals and their alignment with Council's objectives.
- Ability to be flexible and responsive to meet the changing priorities of the organisation and the community.

## **INTERPERSONAL SKILLS**

- Ability to negotiate and gain trust, cooperation and assistance from internal and external stakeholders when required.
- Motivational and training and development skills to support other employees.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve specialist and intra- organisational problems.
- Strong written and verbal communication skills including the ability to make public presentations, write concise and detailed reports, proposals and submission to government and other external bodies.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.

## QUALIFICATIONS AND EXPERIENCE

### Mandatory:

- Relevant tertiary qualifications in Project Management, Social Planning, Strategic Planning or a related discipline, or a lesser qualification with significant experience in infrastructure planning.
- Strong project management and community planning skills that demonstrate an evidence based approach to the development of plans, projects, policies and frameworks.
- Strong understanding of Early Years regulatory and policy frameworks related to position.
- Current Victorian Drivers Licence.
- Current Working with Children Check.
- No relevant criminal record found in a Police Check.

### Desirable:

- Local government experience in a similar role.
- Knowledge of the appropriate political and environmental factors that relate to Early Years Infrastructure.

## KEY SELECTION CRITERIA

- Relevant tertiary qualifications in Project Management, Social Planning, Strategic Planning or a related discipline, or a lesser qualification with significant experience in infrastructure planning.
- Strong project management and community planning skills that demonstrate an evidence based approach to the development of plans, projects, policies and frameworks.
- Strong understanding of Early Years regulatory and policy frameworks related to position.
- Experience in the management of effective systems and communication tools to support the delivery of Community Facilities Planning (Early Years).
- Strong communication and stakeholder management skills that build positive relationships in delivering high quality Community Facilities Planning (Early Years).
- Strong skills in the development and management of reports, financial management, funding submissions, applications and reporting documentation relating to Community Facilities Planning (Early Years) projects.
- Current Working with Children Check.
- Victorian Drivers License.
- No relevant criminal record found in a Police Check.

**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

Manager/ Coordinator:.....

Date: .....