

## POSITION DESCRIPTION

<b>Position Title</b>	Senior Social & Community Planner
<b>Position Number</b>	38001
<b>Division</b>	Sport, Community & Activation
<b>Branch</b>	Community Outcomes
<b>Grade</b>	17
<b>Special Requirements</b>	Drivers Licence
<b>Physical and Environmental Demands</b>	Ability to work flexible hours and attend meetings and training outside normal working hours when required.
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Welcoming, Liveable, Leading
<b>Position Purpose</b>	
To identify, advocate and develop policy and strategies through insights, data and evidence for the delivery and design of Council's social and cultural infrastructure and models of services addressing current and emerging needs of Camden's diverse and growing community.	
<b>Key Result Areas</b>	
<ul style="list-style-type: none"> <li>• <b>Social planning</b></li> <li>• <b>Research and Analytics</b></li> <li>• <b>Collaboration &amp; Stakeholder Engagement</b></li> <li>• <b>Project Management and Coordination</b></li> <li>• <b>Advocacy &amp; Policy</b></li> <li>• <b>Customer Service</b></li> <li>• <b>Corporate Core Values</b></li> </ul>	
<b>Key Duties &amp; Responsibilities</b>	
<b>Social Planning</b> <ul style="list-style-type: none"> <li>• Social and cultural planning expertise</li> <li>• Data and demographic analysis experience including research, analysis, consultation and engagement, evaluation and reporting.</li> </ul>	

- Leading, participating in, coordinating, and evaluating complex, diverse and sensitive policies, programs and projects that have a direct impact on Council's Community Strategic Plan and to achieve outcomes for residents in the short, medium and long term.
- Experience in development of policy, programs or projects including analysis and evaluation of social policy programs implemented across the Community Outcomes Branch.
- Experience in social and/or health impact assessment and submission writing in relation to legislative or policy changes in regulatory areas such as land use, emerging social policy issues, housing, and social infrastructure.

### **Research & Analytics**

- Provide specialist advice to internal and external stakeholders on matters relating to social and community planning and other government policy analysis.
- Understand, monitor and communicate key community and socio-economic development trends.
- Monitor and report data, intelligence, research and innovations related to community development and social planning.
- Provide Council with strategic community information and insights
- Produce or coordinate the production of technical research investigations, research reports, discussion papers, industry analysis reports or other research outputs to inform development of Council's policy, community development and social planning.
- Translate and present data to make it more understandable for various stakeholders.

### **Collaboration and Stakeholder Engagement**

- Effectively communicate the narrative articulating community needs to a range of stakeholders.
- Developing and managing relationships and networks at a local, regional, and state level to develop and drive strategies across identified sectors including government and non-government agencies.
- Demonstrated knowledge of co-design processes, advocacy and data-driven decision making.
- High-level analytical, creative thinking and innovative problem-solving skills that consider the range of Council's activities to ensure integrated and coordinated solutions to community issues.
- Strong interpersonal skills, leadership, negotiation and commitment to respectful work practices and processes at all levels.
- Provide high level of written and verbal communications including explanation of complex concepts to persuade others to particular courses of action including responses to program, project, legislative and policy proposals.
- Demonstrated successful experience in advocacy, strategy, policy and/or program development in culturally diverse and vulnerable communities.
- Establishing and nurturing strong relationships with both existing and new community partners and incorporating community knowledge and voices into data reporting.

### **Advocacy & Policy**

- Articulate the evidence base for emerging issues for advocacy
- Host stakeholder forums and roundtables with relevant state and federal bodies to engage them in relevant advocacy pieces. Use Council's existing Advocacy Action Plan to inform the key strategies for engagement with stakeholders.

### **Project Management and Coordination**

- Plan projects, using project planning and time management skills combined with the ability to work unsupervised, handle competing priorities and adapt to fluctuating workloads and changing priorities within the relevant project and/or areas of responsibility
- Contribute to the review, development and improvement of work systems and practices to enhance customer service, transparency and probity and/or increase efficiency and/or effectiveness
- Other relevant duties which may be required by the Manager from time to time.

### **Customer Service**

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

### **Corporate Core Values**

- Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.

### **WHS Responsibility**

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

### **Risk Management Responsibilities**

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - follow Council policies and procedures.

### **Essential and Desirable Criteria**

#### **Essential**

- A tertiary qualification in Social Planning, Social Work/ Social Sciences or related field and/or commensurate demonstrated experience in lieu of formal qualifications.
- Proven experience in social research and planning and policy development, including with population and data analysis, gap analysis, projection profiling, social forecasts, business analysis and related consultation.
- Capacity to monitor government policy, analyse data and problem solve as well as project manage and implement social infrastructure initiatives.
- Sound knowledge of community engagement principles and their application.
- Knowledge of community and social development principles and their application including understanding the role of different levels of government, needs of different population groups and socio-urban characteristics of a growth Council and appropriate responses.
- Understanding of major social policy issues and key stakeholders, including the role of the non-Government sector and the 3 spheres of Government in the provision of human services.
- Knowledge of Government and non-government policy and programs and sources of funding and current social research institutions.

#### **Desirable**

- Local Government background.
- Demonstrated experience in evaluation methodologies.

<b>Prepared By</b>	Manager Community Outcomes
<b>Date Prepared</b>	October 2024
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	