

POSITION DESCRIPTION

Position Title:	Community Planning Officer
Position Number:	11044
Directorate:	Community Services
Reports to:	Manager Community Planning
Supervises:	Nil
Internal Liaison:	Council, Executive Management, Manager & other staff
External Liaison:	Stakeholders, Community groups, Consultants, Contractors, Funding partners
Department:	Community Planning
Agreement:	City of Karratha Enterprise Agreement 2015
Classification:	Level 5
Effective Date:	September 2019

1. POSITION OVERVIEW

The Community Planning Officer is responsible for planning and implementing the City's future community projects, focussing on facility and amenity development and redevelopment. This includes ensuring policy and standards are applied to projects and undertaking analysis across a range of topics to ensure the community and all of the township's needs and growth are considered.

The position will initiate, master plan and seek external funding for capital works, and will ensure a cross departmental approach to planning. In consultation with the Manager they will actively seek, plan and secure funding to support the growth of community infrastructure throughout the City.

1.1. Position Objectives

- To initiate and master plan community capital works and upgrade projects. These typically include; footpaths, recreation facilities, park and open space developments, walking trails projects and future community provisions.
- Provide assistance and advice in relation to planning and implementation of the City's recreation projects through the development of strategic documentation.
- To support the consultation process in the development of projects and the delivery in accordance with City direction.
- Actively seek and secure funding to support the growth of community and community infrastructure throughout the City.
- Support the Community Planning team and wider organisation.

2. DUTIES & RESPONSIBILITIES

2.1. Customer Service & Communication

- In consultation with the City's Communications Department, develop, maintain and continually seek the improvement of all communications, marketing and promotion campaigns relevant to community services and projects.
- Actively seek and apply for grants and partnerships to support community developments and the requirements of the growing community.
- Field and respond to customer and community questions and queries to a professional standard.
- Actively drive the improvement of community and recreation opportunities throughout the City.

2.2. Community Support & Development

- Encourage and participate in consultation with community groups and stakeholders to support current and planned communities.

- Investigate, innovate and master plan the development of positive community opportunities in consultation with the Community Planning team.

2.3. Strategic Planning & Policy

- Research and prepare strategies and works programs for new capital infrastructure or infrastructure upgrades relating to community and recreation.

2.4. Administration & Finance

- Procure, develop and administer contracts ensuring the most advantageous outcome for Council.
- Develop and monitor annual budgets in consultation with the Liveable Communities Coordinator.
- Maintain accurate records relevant to good management and daily activities of the Community Projects portfolio.
- Actively search and seek funding to support current and future projects through sound business case development, needs assessments and feasibility studies.
- Prepare reports as required by the Liveable Communities Coordinator.

2.5. Organisational Expectations

- Actively contribute and support the Community Planning wider team, through open and constructive communication.
- Adhere to Council policy and procedures including Code of Conduct & IT Conditions of Use and other related documents that may be developed and endorsed by Council from time to time.
- Behaves and works in a manner which demonstrates the Community Planning team is a customer focused, professional and reliable service.
- Attend meetings and after hours' functions as required.

2.6. Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the Officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety
- Utilise the City's procedure for *OHS Communication, Consultation and Issue Resolution*.
- They will not misuse or damage any equipment provided in the interests of safety or health.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form within 3 days.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority and Accountability

- Strong experience in compiling, monitoring, estimating and expending budgets, specifically in relation to projects.

3.2. Judgement and Problem Solving

- Proven ability to respond appropriately showing initiative in difficult or high-pressure situations.
- Demonstrated decision making and problem-solving skills with varying complexities which accommodates organisational values.

3.3. Specialist Knowledge and Skills

- Highly developed ability in contract development, administration and project management.
- Ability to manage multiple projects and coordinate conflicting priorities to meet strict deadlines.
- Demonstrated knowledge of community planning, community infrastructure development and service delivery within a local government environment.
- Sound experience in community engagement and consultation.
- Demonstrated ability to prepare successful business cases in order to secure funding for projects and programs through a range of opportunities.
- High level written skills to deliver quality reports, strategies and projects to both stakeholders and Council.
- Demonstrated skills in monitoring budgets and projects for use in forecasting and projecting outcomes. Proven ability to positively respond to change.

3.4. Inter Personal Skills

- Highly developed interpersonal and conflict resolution skills.
- Advanced communication and leadership skills with the ability to influence and reconcile different points of view to achieve desired outcomes.
- Demonstrated commitment to work constructively in a team environment, across all departments of Council as well as the ability to work independently.

3.5. Qualifications and Experience

- Extensive experience in Community or Recreation Service in local government.
- Possession of tertiary qualification in an appropriate qualification (i.e. recreation/ community management, community planning, project management).
- Hold a current "C" class driver's license.
- Hold a Construction White Card (desired).
- Hold a National (or Federal) Police Certificate, no more than 6 months old.