

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Principal Community Planning</b>
<b>Position Number:</b>	<b>11132</b>
<b>Directorate:</b>	<b>Community Experience</b>
<b>Reports to:</b>	<b>Manager Community Planning</b>
<b>Department:</b>	<b>Community Planning</b>
<b>Agreement:</b>	<b><i>City of Karratha Industrial Agreement 2023</i></b>
<b>Classification:</b>	<b>Level 8</b>

## 1. POSITION OVERVIEW

The Principal Community Planning is responsible for planning and implementing the City of Karratha's (City) future community infrastructure projects, focusing on community and recreational projects that will strengthen liveability and support community wellbeing.

This role includes a responsibility to develop feasibility and business case assessments, as well as facility and service concept plans, cost estimates, a funding strategy, a procurement strategy and a project program to deliver the necessary community infrastructure project.

The role extends to the preparation of funding applications, consultant contract oversight and where appropriate, the conduct of planning studies in-house. Other responsibilities include assisting develop benchmarks, standards and policies related to community infrastructure and ensuring policies and standards are applied to projects.

The Principal Community Planning will oversee and work closely with relevant staff to progress community infrastructure projects that enhance Council's community service functions and align with the City of Karratha Community Strategic Plan.

### 1.1. Position Objectives

- To initiate, plan and assist delivery of community capital works projects on time, on budget and fit for purpose.
- Provide advice in relation to planning and implementation of the City's community infrastructure projects through the development of strategic documentation.
- Support the Community Planning team with projects related to community planning strategy, research and policy (where required).

## 2. DUTIES & RESPONSIBILITIES

### 2.1. Specialist Services

- Manage the coordination, planning and development of community infrastructure projects within the Department, including capital works and masterplan projects.
- Actively seek and apply for grants and funding to support the delivery of community infrastructure projects and their growth throughout the City.
- Lead project delivery responsibilities including project feasibility, business case development, project definition and brief development, procurement, contract management, and financial management in line with Council policy and procedures.
- Assist in the preparation and management of budgets.
- Coordinating internal working groups to progressively implement project plans.
- Demonstrate the practical application of project management theory.

## **2.2. Customer Service and Communication**

- Liaise with and work collaboratively with internal stakeholders, user groups, consultants and other relevant stakeholders to plan, scope and deliver projects.
- Assist, plan and participate in consultation processes with community groups and other relevant stakeholder to support community infrastructure project planning and delivery, where required.
- Represent Council at external meetings for associated projects as required.
- Assist, field and respond to customer and community queries related to community infrastructure projects to a professional standard.
- In consultation with the City's Communications Department, develop, maintain and continually seek improvement of communications and marketing relevant to the planning and delivery of community infrastructure projects.

## **2.3. Strategic Planning and Policy**

- Research and prepare strategies, project plans and works programs for new community capital infrastructure or infrastructure upgrade projects.
- Develop and maintain guidelines and strategies for community infrastructure development and provision across the City.
- Review community facility and service implementation plans to maintain currency with community need and within the Council's long term financial plan.

## **2.4. Administration & Finance**

- Develop and monitor annual budgets for community projects in consultation with the Community Planning Manager.
- Procure, develop and administer contracts ensuring the most advantageous outcome for Council.
- Manage the administrative aspects of projects including document management, minute taking, report writing, preparation of presentations and organisation of meetings.
- Maintain an up-to-date project status using Council's project management software and report against project timelines and milestones to the Community Planning Manager, Council and community representatives as required.
- Maintain accurate and reliable records in accordance with legislative requirements and Council policy.

## **2.5. Health & Safety**

Managers, Coordinators and Supervisors are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the WHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the WHS Management: Roles and Responsibilities.

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

### **3.1. Authority and Accountability**

- Works under the general supervision of the Manager Community Planning.
- Responsible for delivery of tasks related to project management, procurement activities, contract management, financial management and administration associated with assigned projects.

- Accountable for creating and capturing accurate and complete records of the business activities related to this position.
- Accountable for the adoption and implementation of safe working practices.
- Works in accordance with approved Council's policies, procedures and guidelines.

### **3.2. Judgement and Problem Solving**

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instruction.
- 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**

- Demonstrated knowledge of community capital works development and service delivery within a local government environment.
- Strong experience in estimating, managing, and expending budgets, specifically in relation to capital works projects.
- Highly developed ability in contract development, administration and project management.
- Ability to manage multiple projects and coordinate conflicting priorities to meet strict deadlines.
- Demonstrated understanding of grant and funding application process.
- High level written skills to deliver quality reports and briefs to Council and management.
- Computer literacy and experience with relevant software including, project management methodology, Microsoft packages including Word and Excel.

### **3.4. Interpersonal Skills**

- Highly developed interpersonal, communication and negotiation skills to deliver outcomes responsive to organisational and community needs.
- Demonstrated commitment to work constructively in a team environment, across all City departments as well as the ability to work independently.

### **3.5. Qualifications and Experience**

- Relevant tertiary qualification and/or relevant experience in town planning, civil engineering, construction, project management, or related discipline
- Experience with capital work project management and a knowledge of strategic planning, construction management or community infrastructure
- Experience in implementing policies, procedures, and administrative systems relevant to project management or Local Government
- Current C class driver's licence
- National (or Federal) Police Certificate, no more than 6 months old
- Construction White Card (desired)