

Position Description

Position Title:	Community Planner
Directorate:	Strategy & Engagement
Service Unit:	Corporate and Community Planning
Salary Point:	13
Position Reports To:	P40161, Community Planning Team Coordinator
Staff Management:	Nil
Budget Responsibility:	Nil
Date PD Reviewed:	September 2019

Organisation Context of Position

City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 161,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Strategy & Engagement Directorate is to:

- Engage the community in the development and delivery of actions aligned with CN's Community Strategic Plan - *Newcastle 2030*.
- Coordinate Newcastle's approach to economic growth within the region including promotion of the city's major events.
- Ensure clear, transparent and responsive communications between CN, CN employees, and all external stakeholders, in particular the Newcastle Community.
- Provide effective IT Systems & Strategies to ensure the efficient flow of information between Council Business Units whilst also ensuring CN is leveraging the benefits of technology in its service provision.

The Service Elements that form the Strategy & Engagement Directorate are:

- Information Technology
- Major Events & Corporate Affairs
- Corporate & Community Planning

Workplace Health & Safety

WHS RAA Level	6
----------------------	---

For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Position Responsibilities

This position is part of the Corporate and Community Planning Service Unit and is part of a team that is committed to the active engagement of communities across the Newcastle Local Government Area to deliver positive outcomes linked to CN's Community Strategic Plan - Newcastle 2030, the Social Strategy 2016-2019 and related documents.

- Contribute to the development, implementation, monitoring and review of community strategies, policies and plans.
- Ensure that community planning strategies and actions achieve a high level of commitment from internal and external stakeholders and are effectively translated into implementation across the organisation.
- Design and deliver community engagement models to ensure that continuous feedback on community strategies and plans is captured and considered.
- Organise, coordinate and resource relevant community forums and committees as well as monitoring and reporting outcomes to CN.
- Anticipate, research, analyse and report on community trends, interests and long term goals as well as State and Federal government policy, plans or legislative changes impacting on Newcastle and the Hunter region.
- Provide a holistic approach to regional, city-wide and place specific community planning issues in a timely and efficient manner.
- Contribute to an integrated strategic planning and reporting process to develop clear goals and delivery mechanisms based on Newcastle 2030.
- Assist in complex projects and multi-disciplinary project work teams to deliver prioritised community planning outcomes
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

- Bachelor's degree in Community/Social Planning, Social Science, Human Geography, Public Policy or Urban Planning and/or demonstrated capability through past employment experience.
- Knowledge of community planning processes and policy development.
- Ability to self-motivate and work independently, as well as, part of a team.
- Good written and oral communication skills, including clear and concise written reports, to contribute at meetings and deliver presentations to a variety of audiences.
- Research and analytical skills relating to community policy, planning and development.
- Willingness to attend, organise and participate in community engagement processes.
- Strong interpersonal skills and the ability to relate to a variety of people.
- Ability to set priorities, organise tasks and meet deadlines.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.
- Be willing and able to work in a dynamic environment with the flexibility to work outside regular business hours.
- Class C Driver's Licence.

Highly Desirable

- Previous experience in the local government environment.
- Ongoing and/or further studies related to community development, community planning, urban environments and local government (or willingness to undertake).