

POSITION DETAILS

Position Title:	Social Planner/Community Development Officer	Position Grade:	11
Department/ Directorate:	Community & Ranger Services/ Customer & Community Services	Position Status / Hours per Week:	Permanent 35 hours

PRIMARY PURPOSE OF THE POSITION

The Social Planner/Community Development Officer is responsible for:

- Undertaking social research and analysis to identify and monitor key demographic and community indicators, social trends and the changing needs of the community to inform planning decisions, services and program development/delivery.
- Provide expert advice of key and emerging social issues and opportunities facing the community, and collaborate and partner with internal and external stakeholders to develop appropriate plans, strategies, policies and projects to address priority community issues.
- Facilitate and enable community participation in social planning processes through the development and implementation of appropriate community engagement activities.
- Responsible for implementing the City of Ryde Social Plan 2019-2024 including identifying new programs and initiatives, measuring outcomes and implementation and annual reporting,
- Raising awareness amongst City of Ryde staff and the community of the Social Plan 2019-2024 to encourage the mapping of new projects and programs aligned to the Plan.
- Responsible for the effective implementation of the City of Ryde Community Grants Program
- Deliver and support community development projects and initiatives as required.

SELECTION CRITERIA

Education / Qualifications

- Tertiary qualification in Social Planning, Social Sciences or related field and/or commensurate demonstrated experience in a similar role.

Essential

- Extensive knowledge and experience in social planning and community development principles and practices and their application including understanding of the role of a local government, needs of different population groups and social service responses.
- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.
- Proven experience in applying/managing best practice principles to the development of strategies and plans, initiatives, programs, policy and procedures.
- Demonstrated commitment to internal and external customers and to working with the community through consultation using community development principles.
- Highly developed written and oral communication skills demonstrated through report writing and public presentations.

- Proven ability to build positive collaborative relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, non-government organisations, stakeholders and the community.

Desirable

- Local government working experience with knowledge of the Local Government Act and other relevant legislation.

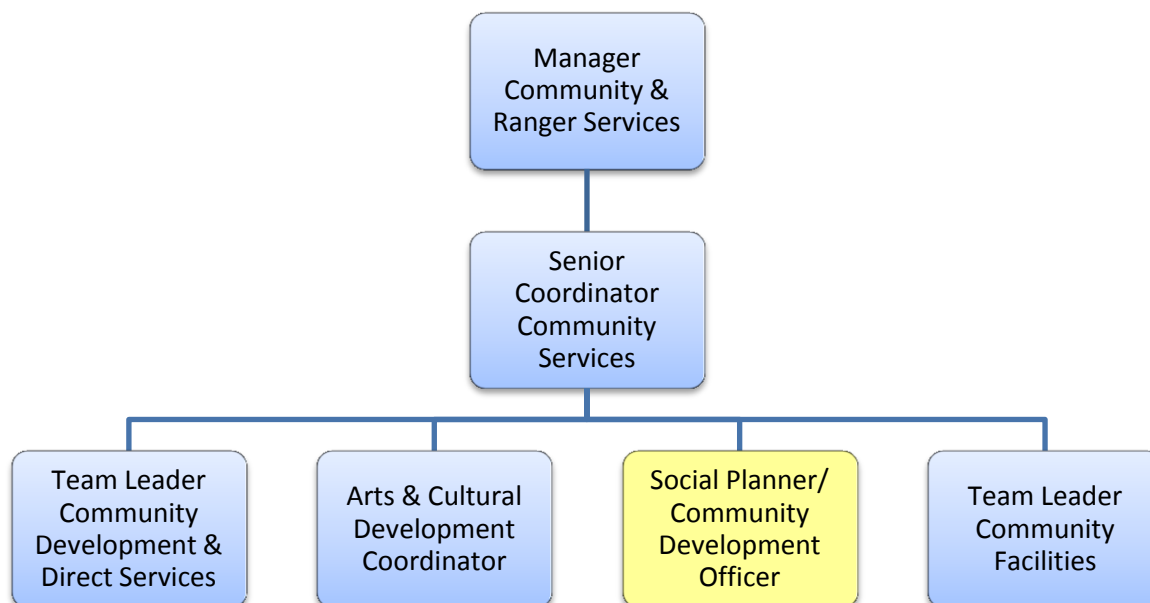
Personal Attributes

- High level conceptual, analytical, critical and creative thinking skills, and ability to interpret information and solve complex problems
- Personal commitment to providing outstanding levels of customer service
- Continuous improvement and process/system improvement mindset

Desirable Qualifications, Experience and/or Skills

- Bi-lingual language skills

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Community & Ranger Services Department of the organisation.

- Social & Cultural
- Community Grants Service
- Policy and Planning Development

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

Employee's Name	
Employee's Signature:	
Date:	