

Social Planning and Community Development Officer

Reports to	Social Planning Lead	Key Relationships	Social Planning and Community Strengthening Team Community Wellbeing Directorate Integrated Planning Department
Classification	Band 6 - full time - fixed term to 2 May 2025		
Position number	222519		

What will you do?

Service Delivery

- Plan, implement and facilitate community development programs and initiatives that support Manningham to be a healthy and well community.
- Contribute to the development of the Municipal Public Health and Wellbeing Plan (MPHWP) and implement key actions contained within Action Plans, reporting on outcomes in accordance with Council requirements.
- Assist Council by conducting research and analysis of information to inform program development, policy and practice as it relates to community health and wellbeing outcomes.
- Contribute to an evidence base on place making and the application of place making principles in Manningham.
- Apply evidence based, creative and lateral approaches to project development.
- Establish effective working relationships to support the delivery of Council's health and wellbeing objectives.

Systems and process

- Develop and implement work systems, practices and processes that enable responsive and flexible customer service.
- Utilise project management skills to ensure consistent, high quality delivery in accordance with Business Plan requirements.
- Participate and contribute to the planning, implementation and review of cross Directorate strategies, plans and projects.

People

- Work together to identify and implement ways to improve and implement processes to achieve service unit goals.
- Participate in activities that promote development for yourself and your team. Share knowledge with others.
- Act as a champion for the health and wellbeing of the community.
- Proactively responds to challenges and new opportunities.

Who are you?

- Tertiary qualifications in a relevant field such as health promotion, social planning, community development, or related discipline.
- Demonstrated experience in community development and/or health promotion principles and practice, social research, analysis, policy development and community engagement .
- Experienced in planning and implementing a range of projects that enhance community participation and achieve health and wellbeing outcomes.
- Proven ability to build relationships, foster partnerships and encourage collaborative working arrangements with internal and external stakeholders.
- Knowledgeable of demographic data sources available such as Profile Id and able to analyse and synthesise such data sources to inform social planning.
- Excellent conceptual, analytical and problem solving skills.
- Excellent written and verbal communication skills, including reports and submissions for a range of audiences including but not limited to Councillors, executives, managers, Council officers and community representatives.
- Excellent organisational, project management and time management skills.
- Sound judgement and the ability to work in a political environment.

What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step-up in times of need.

Social Planning and Community Development Officer

What are your key responsibilities?

Service delivery	<ul style="list-style-type: none"> • Apply community development principles to strengthen Council's and the community's capacity to understand and respond to the health and wellbeing needs of our community and provide appropriate supports, including specialist advice and guidance, collaborative planning, networking, community education and advocacy. • In liaison with officers, assist with the development and implementation the MPHWP, reporting in accordance with Council requirements. • Deliver key actions contained within the MPHWP Action Plans within an established budget and timeframe. • Conduct research and analysis to inform Manningham Council's health and social policy, planning and practice. This will include undertaking consultation and community engagement activities and reporting on research and community engagement outcomes. • Assist with the provision of training and support to staff to build organisational capacity for evidence-based planning and decision making. • Build relationships with a range of internal and external stakeholders to strengthen activities that enhance community participation and achieve health and wellbeing outcomes. • Contribute to an evidence base on place making to enhance the health and wellbeing of the Manningham community. • Convene or represent Manningham Council on relevant networks and committees. • Prepare and contribute to a range of funding and advocacy submissions including seeking support from Commonwealth and State agencies. • Apply evidence based, creative and lateral approaches to project development.
Systems and process	<ul style="list-style-type: none"> • Deliver outputs and outcomes using Council's existing applications, systems and process. • Monitor delivery of relevant actions contained within the MPHWP and report regularly on outcomes achieved to Council. • Develop and implement work systems, practices and processes that support responsive and flexible customer service, and are financially responsible. • Implement robust and accountable information management practices. • Maintain records in an organised, accurate and timely manner.
People	<ul style="list-style-type: none"> • Contribute and be an active member of a high performing team. • Act as an advocate to meet the health and wellbeing needs of the community. • Engage with a broad range of internal and external stakeholders • Be responsible for your own professional development through Council's professional development program. • Share experience and technical knowledge and information with others. • Complete other duties as necessary within the scope of employee's skills, competence and training.

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What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> • Responsible for the preparation of advice, recommendations and reports provided to Manningham Council, external authorities and implementation partners on social planning, health and wellbeing processes, policies and practices. • Input into development and implementation of Connected Communities Directorates policies and procedures. • Ability to manage resources and have familiarity with relevant budget techniques.
Judgement and decision making	<ul style="list-style-type: none"> • Use creative, analytical problem solving skills for the development and implementation of high quality solutions. • Provide advice in relation to health and social planning with freedom to act subject to compliance with Manningham Council policies, legislative requirements and supervision. • Exercise judgement, initiative and discretion within a political environment, in the context of identified objectives and outcomes. • Ability identify and evaluate service delivery and make recommendations to resolve complex issues. • Accept direction as required. Guidance and advice is usually available within the organisation.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Knowledge of health, social planning or community development frameworks and the application of these principles to support community health and wellbeing outcomes. • Social research, data collection and analysis knowledge. • Sound knowledge of local government, human service systems and relevant government policy areas and legislation. • Knowledge and experience of consultation and facilitation processes, community development and advocacy. • Skills in applying evidence based, creative and lateral approaches to project development. • Understanding of the long-term goals of Manningham Council.
Management skills	<ul style="list-style-type: none"> • Ability to complete tasks within tight timeframes and the flexibility to respond to changing priorities • Demonstrated experience in planning and managing projects and resources. • Ability to set priorities, plan and organise work to achieved performance objectives within the required timeframe and budget. • Well-developed liaison skills and the ability to influence outcomes to achieve organisational objectives.
Interpersonal skills	<ul style="list-style-type: none"> • Ability to work effectively as a member of a diverse and dynamic team, and contribute to an innovative and positive working environment. • Ability to build relationships, foster partnerships and collaborative working arrangements with internal and external stakeholders. • Well-developed written and oral communication skills including the ability to prepare reports, funding submissions, facilitate meetings and deliver presentations.
Qualifications and experience	<ul style="list-style-type: none"> • Tertiary qualifications in health promotion, social planning, community development or related disciplines. • Demonstrated experience in health and social planning including research and analysis, preferably in local government.