

# Social Planning Lead

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| <b>Reports to</b>  | Coordinator Social Planning and Community Strengthening | <b>Key Relationships or Direct Reports</b>   | Community Planner (direct report)<br>Community Strengthening Lead<br>Manager Economic & Community Wellbeing<br>Senior Corporate Planning & Performance Advisor<br>Senior Strategic Planner |
| <b>Classification</b>  | Band 7 – 0.8 FTE  |  |  |
| <b>Position number</b>   | 222105  |  |  |
| <b>What will you do?</b><br><b>Service Delivery</b> <ul style="list-style-type: none"><li>Collect, analyse and disseminate demographic and community data to support Council’s social policy and planning activities.</li><li>Design and conduct social research (both qualitative and quantitative) to assess the social impacts of significant community projects and emerging issues. .</li><li>Monitor and analyse social trends to assist Council in its planning to meet the changing social needs of Manningham.</li><li>Provide leadership on evidence-based policy and planning practice and initiate action to address social needs for established and emerging communities.</li><li>Development and delivery of advocacy submissions, reports and funding applications in response to emerging issues and deficits in the community.</li></ul> <b>Systems and process</b> <ul style="list-style-type: none"><li>Develop and implement work systems, practices and processes that enable responsive and flexible customer service.</li><li>Utilise strong project management skills to ensure consistent, high quality delivery.</li><li>Participate and contribute to the planning, implementation, and review of cross-directorate strategies, plans and projects.</li></ul> <b>People</b> <ul style="list-style-type: none"><li>Lead high performance of the Social Planning team within the broader Social Planning &amp; Community Strengthening team, working to best practice.</li><li>Engage and influence a broad range of internal and external stakeholders</li><li>Collaborate across the organisation.</li></ul> |   | <b>Who are you?</b> <ul style="list-style-type: none"><li>Tertiary or post-graduate qualified in social planning, social sciences, or related disciplines.</li><li>Adaptive to working across a range of topics: healthy eating, social wellbeing, active lifestyles, injury and harm, prevention of violence and connecting community.</li><li>Strong in engaging and working collaboratively with a range of vulnerable groups: Disability, Multicultural, LGBTIQ+ and others</li><li>Skilled in the collection, analysis, dissemination and reporting of social data; provision of high-level advice; and contribution to key policies.</li><li>A specialist in the application of social policy discipline and practice, and applying an evidence-based approach.</li><li>A strong and agile project manager in delivery of projects to deadline and budget, with an ability to work within a project management framework, organisational policies, and legislation.</li><li>An experienced team leader skilled with an interpersonal ability engage stakeholders, collaborate, negotiate, and well-executed written and oral communication.</li></ul> <b>What do we expect?</b> <ul style="list-style-type: none"><li>Model and lead our values.</li><li>Be dedicated to delivering a consistent, connected and customer focused service.</li><li>Be committed to maintaining a safe and healthy workplace.</li><li>Act consistently with our Employee Code of Conduct.</li><li>Be flexible and responsive and prepared to step up in times of need.</li></ul> |  |

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## What are your key responsibilities?

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| <b>Service delivery</b>    | <ul style="list-style-type: none"> <li>• Collect, analyse, and disseminate demographic and community data from a variety of government, community, and private sector sources (e.g., ABS, id Profile, VicHealth) to support Council's social policy and planning activities.</li> <li>• Design and conduct social research (both qualitative and quantitative) to address the identified gaps within budget constraints.</li> <li>• Provide specialist advice in relation to social policy issues.</li> <li>• Provide well researched, accurate and timely social planning information and advice to contribute to decision making and the development of policies.</li> <li>• Develop and coordinate research projects including localised social impact needs studies and advise and initiate action to address social needs for established and emerging communities.</li> <li>• Establish effective working relationships with a broad range of internal and external stakeholders to support the design and delivery of projects and policies and prepare written submissions and reports.</li> <li>• Liaise with and manage any relevant provider agreements (e.g., ID. Profile) to ensure continuity of service and value for money.</li> <li>• Represent Council in discussions and forums as may be appropriate with government departments, service providers and community organisations.</li> <li>• Provide training and support to staff to build organisational capacity for evidence-based planning and decision making.</li> <li>• Apply evidence based, creative and lateral approaches to social policy development.</li> </ul> |
| <b>Systems and process</b> | <ul style="list-style-type: none"> <li>• Deliver outputs and outcomes using Council's existing applications, systems and process.</li> <li>• Develop and implement work systems, practices and processes that support responsive and flexible customer service and are financially responsible.</li> <li>• Implement and lead robust project management practices, utilising the organisation's project management framework.</li> <li>• Identify and action continuous improvement opportunities.</li> <li>• Implement robust and accountable information management practices.</li> <li>• Maintain records in an organised, accurate and timely manner.</li> </ul>  |
| <b>People</b>              | <ul style="list-style-type: none"> <li>• Lead the Social Planning team within the broader Social Planning &amp; Community Strengthening team.</li> <li>• Contribute to and be an active member of a high performing team, working to best practice.</li> <li>• Actively collaborate across the organisation, sharing experience and technical knowledge and information with others.</li> <li>• Engage and influence a broad range of internal and external stakeholders.</li> <li>• Be responsible for your own professional development through Council's personal development program (DPD).</li> <li>• Mentor, coach and develop others to be their best.</li> </ul>  |

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## What are the key selection requirements?

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| <b>Accountability and extent of authority</b> | <ul style="list-style-type: none"> <li>Accountable for the delivery of investigative and analytical research services to support social planning and decision-making, with the quality of work having significant effect on policies which are developed.</li> <li>Responsible for recommendations, advice and reporting to senior management, councillors, external authorities and implementation partners on relevant social planning policies and practices.</li> <li>Input into development of key social policies, and unit policies and procedures.</li> </ul>   |
| <b>Judgement and decision making</b>          | <ul style="list-style-type: none"> <li>Problem solving from the application of specialised methods, procedures and processes developed from the social planning discipline, together with the need to recognise when these established techniques are not appropriate.</li> <li>Identification and analysis of an unspecified range of options before a recommendation can be made.</li> <li>Guidance is not always available from within the organisation.</li> </ul>  |
| <b>Specialist knowledge and skills</b>        | <ul style="list-style-type: none"> <li>Extensive social research skills with a demonstrated ability to design and conduct research and analyse data (both qualitative &amp; quantitative).</li> <li>Proven skills in needs assessment, forecasting, service benchmarking, and social research design and analysis.</li> <li>Demonstrated strategic planning and policy development skills.</li> <li>Demonstrated skills in the accurate analysis and interpretation of data.</li> <li>Well-developed problem solving and negotiation skills.</li> <li>Sound knowledge of local government, human service systems and relevant government policy areas and legislation.</li> <li>Understanding of the long-term goals of Manningham Council, it's values and aspirations, and the legal and political context in which it operates.</li> </ul>   |
| <b>Management skills</b>                      | <ul style="list-style-type: none"> <li>Skilled in managing time, setting priorities and planning and organising one's work, and where appropriate the work of direct reports and other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available, and within a set timetable despite conflicting pressures.</li> <li>Understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee development schemes, together with contribution to the development and implementation of long-term staffing strategies.</li> <li>Supervisory skills to lead the Social Planning team, and external contractors or consultants where necessary.</li> <li>Ability to complete tasks within tight timeframes and the flexibility to respond to changing priorities.</li> <li>Demonstrated experience in planning and managing projects, with an ability to work to the organisations project management framework.</li> </ul> |
| <b>Interpersonal skills</b>                   | <ul style="list-style-type: none"> <li>Ability to gain co-operation and assistance from colleagues, stakeholders (from community, consultants and industry partners) in the administering the social planning program, and an ability to build and maintain strong stakeholder partnerships and relationships.</li> <li>Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems, and with colleagues to resolve intra-organisational problems.</li> <li>Negotiation skills and the ability to influence outcomes to achieve organisational objectives.</li> <li>Highly developed written and verbal communication skills (including verbal presentation skills and extensive experience preparing written reports, policies, and strategies) with a demonstrated ability to present insights effectively to a range of audiences, including senior leadership</li> </ul>  |
| <b>Qualifications and experience</b>          | <ul style="list-style-type: none"> <li>Tertiary or post graduate qualifications in social policy, social planning, social sciences or related disciplines.</li> <li>Demonstrated experience in social planning and the development of social policy, preferably in a local government context.</li> <li>Extensive experience in working in social planning, both at an operational and supervisory level.</li> </ul>  |

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|  | <ul style="list-style-type: none"><li>• Detailed and practical understanding of research databases and ability to prepare reports for a range of audiences.</li><li>• Demonstrated experience in team leadership.</li></ul> |
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