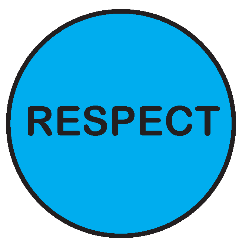
**POSITION DESCRIPTION**



|  |  |
| --- | --- |
| **POSITION TITLE:** | Principal Urban Research Analyst |
| **POSITION NO** | 3399 |
| **CLASSIFICATION:** | Band 7 |
| **AWARD / LWAA:** | Moreland City Council Enterprise Agreement 2018 |
| **DEPARTMENT:** | City Futures |
| **BRANCH:** | City Strategy and Design |
| **WORK UNIT:** | Strategy and Research |
| **REPORTS TO:** | Unit Manager Strategy and Research |
| **SUPERVISES:** | NIL |
| **PREPARED BY:** | Unit Manager Strategy and Research |
| **APPROVED BY:** | Director City Futures |



*As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

1. **POSITION OBJECTIVES:**

* To collaborate with the organisation to develop and promote an evidence based approach to the long-term planning of services, infrastructure, plans and strategies
* To provide expert analytical advice to the Strategy and Research Unit and the organisation to position Moreland to meet the population, environmental, economic urban, service and infrastructure challenges of the future.
* Develop the Strategy and Research Unit Work Program in collaboration with the Unit Manager Strategy and Research to
  + be responsive and appropriate to the needs of customers,
  + identify emerging trends and
  + facilitate evidence informed long term planning of services, strategies and infrastructure
* Undertake research and spatial analysis to inform and further the organisational planning objectives of Moreland,
* Develop and oversee monitoring and evaluation projects to measure and report on the effectiveness of Moreland’s strategies and policies.
* Lead strategic research projects specific to the needs of the organisation, including projects such as forecasting emerging trends, identifying long-term service and infrastructure demands, capacity analysis and/or undertaking monitoring of policies and strategies.

|  |  |
| --- | --- |
| **Value** | **Statement** |
| Untitled-1_Page_1.png | We acknowledge our main purpose is to work with our Community and customers |
| Untitled-1_Page_2.png | I will support and value others |
| Untitled-1_Page_3.png | I take pride in my work and am responsible for doing it well |
| Untitled-1_Page_4.png | I will do what I say |
| Untitled-1_Page_5.png | We will work within and across the organisation to achieve community outcomes |

1. **KEY RESPONSIBILITY AREAS:**

**Internal Consulting**

* Work across the organisation providing subject matter expertise and internal consulting on the best practice research methodologies to support evidence-based decisions.
* Work with subject matter experts to translate insight and intelligence from urban and spatial data, modelling and other key evidence into informed decision making.
* Assist in the design, implementation and analysis of research projects with subject matter experts.
* Build capacity of staff in the organisation to use research.
* Develop innovative ways to share and monitor data and best-practice research to enable improvements to the way Council plans, prepares strategy and delivers services to the community.

**Data Analysis and Evaluation**

* Monitoring and report on key urban trends and issues, including demographic, housing, social, employment, land use and sustainability issues.
* Develop, synthesis and present data and spatial analysis to inform the development of and evaluation of policies and strategies.
* Develop and maintain strong relationships with key external contacts such as the Australian Bureau of Statistics, State and Local Government practitioners, tertiary institutions and key private research consultants whose products Council subscribes to (e.g. id Consulting).
* Provision of timely and accurate analyst advice and reports to senior management, internal and external stakeholders
* Supporting a culture of evaluation to be used for shaping future direction.
* Work with the Information Technology, Community Engagement branches and other subject matter experts to identify innovative ways of data dissemination to ensure planning and decision making is evidence informed.

Strategy and Research Work Program

* Contribution to forward planning of the Strategy and Research Unit’s work program, that is responsive and appropriate to the needs of customers, identify emerging trends and facilitate evidence informed long term planning of services, strategies and infrastructure.
* Management of project procurement processes, budgets and associated contracts in accordance with corporate processes and systems.
* Provide leadership and mentoring to Band 5 and Band 6 staff in the Unit where appropriate.
* Represent the Branch/Organisation at various external forums.
* The position will involve some work out of normal hours including consultative meetings, Councillor briefings, Council meetings, management workshops and training as required.

**Projects**

* Manage research projects that have a strong spatial, urban and/or analytical component.
* Undertake bespoke research assignments as required.
* Develop and oversee ongoing monitoring and evaluation projects to measure and report on the effectiveness of Moreland’s strategies and policies.
* Lead and project manage strategic research projects as directed by Unit Manager Strategy and Research.

**Audit & Risk Management**

* Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
* Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.

**Community Engagement**

* Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.

**Continuous Improvement**

* Implement and maintain Continuous Improvement System standards and procedures.

Environmental Sustainability

* Incorporate Council’s environmental sustainability objectives and targets into projects and programs.
* Promote and participate in a culture of environmental sustainability.

**Occupational Health & Safety**

* Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
* Demonstrate effective leadership on OHS matters

Diversity & Equity

* Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

**Other duties**

* Required to undertake other duties as directed.

1. **ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Unit Manager Strategy and Research

**Supervises:** NA

**Internal Liaison:** All staff across the organisation.

**External Liaison:** General public, stakeholders, companies, Government authorities, contractors and suppliers.

#### JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 7 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 7, Clause 7)

1. **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

* Accountable for successful delivery of delegated Strategy and Research Unit projects accurately, on time, within budget and in accordance with relevant legislation and Council processes and systems
* Accountable for effective liaison/communication with internal and external stakeholders.
* The specialist advice is generally governed by Council policies and standards. The freedom to act is subject to professional review. The impact of decisions made or advice given may have a substantial impact on customers and services.
* Represent Council, as directed, in relation to relevant work undertaken by this position in internal and external forums.
* Contribute to the development of policies, procedures, systems and guidelines Strategy and Research Unit.
* This position requires proven ability to operate at a high level with limited supervision.

1. **JUDGEMENT AND DECISION MAKING:**

* To operate with a level of autonomy, receiving limited direction in general day-to-day work, seeking direction from Unit Manager on matters requiring Manager, Director or Council approval/direction.
* Ability to accurately judge issues to be escalated to supervisors.
* Ability to apply discretion in decision making to ensure effective delivery of outputs.
* Investigate and make assessments of strategic policy and program issues so as to make recommendations and decisions from available options. Issues will, at times, be abstract and complex and require conceptual creative thinking and clear written and verbal communication.
* The position requires a level of policy and standards development and continuous improvement in relation to research practice.
* Exercise day-to-day problem solving.
* Guidance is not always available within the organisation.

1. **SPECIALIST KNOWLEDGE AND SKILLS:**

* Demonstrated experience in developing and implementing monitoring and evaluation projects, including collecting, analysing and reporting data
* Demonstrated strong analytical and research skills (working at a senior level).
* Highly developed communication skills including an ability to synthesise complex information and write/present succinctly and persuasively (including conveying information to a ‘lay person’ audience through use of graphs, maps and infographics.)
* A high level of computer literacy, including use of statistical and spatial analysis tools (e.g. ArcGIS, Power Bi, databases).
* Demonstrated commitment to excellence in customer service.
* Knowledge and familiarity of the principles and practices of project budget preparation, financial procedures and monitoring skills.
* An understanding of, and commitment to continuous improvement and an understanding of the goals of the wider organisation.

1. **MANAGEMENT SKILLS:**

* Ability to coordinate cross organisational and multi organisational teams (with multidisciplinary skills and expertise) formally and informally to achieve project delivery outcomes.
* Demonstrated project management skills including project scoping, development and implementation, team planning and resource management ensuring delivery of outcomes within budget and agreed timeframes.
* Contract management
* Ability to manage own time, set work priorities and plan and organise work to ensure outcomes.
* Ability to work independently as well as in a team.

1. **INTERPERSONAL SKILLS:**

* Excellent communication (written and verbal) and interpersonal skills with the ability to liaise with a variety of internal and external contacts,
* Effective negotiation skills to gain cooperation and achieve constructive outcomes from cross organisation groups and internal and external stakeholders.
* Ability to develop effective working relationships with a range of Council staff and external stakeholders.
* Ability to work effectively and contribute to a team environment.

1. **QUALIFICATIONS AND EXPERIENCE:**

* Tertiary qualifications in demography, urban planning, economics, geography or related disciplines.
* Experience in statistical and spatial analysis using information systems, databases and GIS.
* Demonstrated experience in using and manipulating a range of relevant data sets and databases
* Knowledge of demographic, social and economic data and trends, and their influence on land, housing and commercial markets.
* Experience in advanced research techniques and associated modelling and programming.
* Experience in presenting results and findings in written and oral formats suited to a ‘lay person’ audience.

1. **PHYSICAL REQUIREMENTS OF THE POSITION**

**TASK** **ANALYSIS**

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Condition/Activity** | Constant | Frequent | **Occasional** | **N/A** |
|  |  |  |  |  |
| Manual handling weights -above 10kgs  -below 10kgs | ( )  ( ) | ( )  ( ) | ( )  (✓) | ( )  ( ) |
| Manual handling frequency | ( ) | ( ) | (✓) | ( ) |
| Repetitive manual work | ( ) | ( ) | ( ) | (✓) |
| Repetitive bending/twisting | ( ) | ( ) | ( ) | (✓) |
| Working with arms above head | ( ) | ( ) | ( ) | (✓) |
| Lifting above shoulder height | ( ) | ( ) | ( ) | (✓) |
| Using hand tools – vibration/powered | ( ) | ( ) | ( ) | (✓) |
| Operating precision machinery | ( ) | ( ) | ( ) | (✓) |
| Close inspection work | ( ) | ( ) | ( ) | (✓) |
| Wearing hearing protection | ( ) | ( ) | ( ) | (✓) |
| Wearing eye protection | ( ) | ( ) | ( ) | (✓) |
| Working in dusty conditions | ( ) | ( ) | ( ) | (✓) |
| Working in wet/slippery conditions | ( ) | ( ) | ( ) | (✓) |
| Wearing Gumboots | ( ) | ( ) | ( ) | (✓) |
| Wearing safety shoes/boots (steel cap) | ( ) | ( ) | ( ) | (✓) |
| Working with chemicals/solvents/detergents | ( ) | ( ) | ( ) | (✓) |
| Washing hands with soap (hygiene) | ( ) | ( ) | ( ) | (✓) |
| Working at heights | ( ) | ( ) | ( ) | (✓) |
| Working in confined spaces | ( ) | ( ) | ( ) | (✓) |
| Working in chillers (+4 degrees C) | ( ) | ( ) | ( ) | (✓) |
| Performing clerical duties | ( ) | ( ) | (✓) | ( ) |
| Working on a keyboard | (✓) | ( ) | ( ) | ( ) |
| Driving cars and/or trucks | ( ) | ( ) | (✓) | ( ) |
| Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ( ) | ( ) | ( ) | ( ) | |

Other special features (e.g. nature of chemicals, travelling requirements, etc): A current Driver’s Licence is preferred but not essential.

1. **KEY SELECTION CRITERIA**

* Tertiary qualifications in demography, urban planning, economics, geography or related disciplines.
* Demonstrated experience in developing and implementing a program to evaluate and monitor performance of policy and strategies, including collecting, analysing and reporting data
* Demonstrated strong analytical and research skills (working at a senior level), and capacity to explore complex strategic issues using urban, economic, environmental and social data to provide a holistic analysis.
* Highly developed communication skills including an ability to synthesise complex information and write/present succinctly and persuasively (including conveying information to a ‘lay person’ audience through use of graphs, maps and infographics.)
* A high level of computer literacy, including statistical and spatial analysis tools (e.g. ArcGIS, databases, spreadsheets or similar).

**SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

###### Date / /

**(Staff member’s signature)**

**Date / /**

**(Supervisor/Manager’s signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**