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# Coordinator Strategic Planning and Community Development



Position description

April 2024

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Northern Grampians Shire Council  
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## CONTACT US

-  [ngshire@ngshire.vic.gov.au](mailto:ngshire@ngshire.vic.gov.au)
-  [www.ngshire.vic.gov.au](http://www.ngshire.vic.gov.au)
-  (03) 5358 8700
-  PO Box 580 Stawell VIC 3380

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## Position description

Position title	Coordinator Strategic Planning and Community Development
Classification	Band 7
Directorate	Strategic, Prosperity and Engagement
Department	Strategic Planning and Prosperity

## Our organisation

Northern Grampians Shire Council has a diverse employment base, across 14 worksites in the Grampians Region of Victoria and employs people to provide services and governance to local communities. We offer flexible work arrangements, providing access to relevant training and professional development opportunities with a variety of employee benefits. We promote innovation, responsiveness, respectfulness and continuous improvement as our core values.

## Position objectives

This position oversees a multi-disciplined team of professionals delivering projects and initiatives to uplift our community's economic wellbeing, and quality of life. Work lead by the coordinator is underpinned by Northern Grampians Economic Development Strategy and Action Plan 2021-31 and the current and future Council Plan and Health and Wellbeing Plan. The Coordinator is expected to lead and support the team to deliver on strategic outcomes relating to health and wellbeing, liveability, community planning and development and the built and natural environment.

## Key responsibility areas

- Effectively support and mentor a multi-disciplined team including Community Development, Strategic Planner and Placemaking Officers to deliver key initiatives, including supervision of budgets, reporting, project management and planning across the team.
- Responsible for as per the Local Government Act 2020 the drafting the Council Plan, reviewing Council's Vision and reviewing the health and wellbeing plan.
- Support the Manager in the coordination of the integration of the other statutory plans i.e. long term financial and infrastructure plans.
- Adopting a project management and deliberative engagement approach to design, deliver, and monitor a portfolio including social and community, placemaking and strategic land use projects and programs.
- Support the Manager Strategic Planning and Prosperity and Director of Strategy, Prosperity and Engagement in the development and delivery of key strategic documents such as the Council Plan and Health and Wellbeing Plan.
- Communicate and engage effectively to build and maintain productive relationships and partnerships, with a wide range of external and internal stakeholders.
- Review, analyse and maintain awareness of relevant Regional, State and Commonwealth policies and plans which impact on Council and the Northern Grampians Community.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence, and training.

## Corporate responsibilities

All staff will:

- Ensure that Council's Code of Conduct is adhered to at all times.
- Adhere to Council's OH&S, equal opportunity, child safety and wellbeing and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- Ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation.
- Ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time.
- Ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames.

## Organisational relationship

Reports to	Manager Strategic Planning and Prosperity
Manages	Community Planning and Development Officers, Strategic Planner, Senior Placemaker.
External relationships	Northern Grampians Shire Council community members and rate payers, State, Federal Government Agencies and other organisations.
Internal relationships	All council staff

## Accountability and extent of authority

- Employees manage resources and/or provide advice to or regulate clients and/or participate in the development of policy.
- The position has the responsibility for resource management. The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives or on the public perception of the wider organisation.
- The position has the responsibility to provide specialist advice to or regulate clients. The freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- The position has responsibility for policy formulation. The work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.
- Employees have an input into policy development within their area of expertise and/or management.

This position is accountable for:

- Ensuring a consistently high standard of service to the community, service users and external stakeholders.
- Ensuring work is delivered in a highly professional, efficient, and effective manner and the team is accountable for duties and Council Plan actions delegated to them.
- Undertake delegated authority in line with Council policy.
- Supporting the identification of funding sources and applications for funding to deliver Council Plan actions delegated to the Community Futures team and ensure timely reporting and acquittals.
- Representing the Community Futures team in relevant internal and external meetings and promote the operations and activities of the Department.

This position has the authority to:

- Provide specialist, accurate recommendations and advice to management and staff on community planning and development projects and programs.
- Freedom to act set by policies, objectives and budgets; actions taken may have a significant effect on programs or projects, or on public perception of the wider organisation.

## Judgement and decision making

- This position is essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.
- If the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

## Specialist skills and knowledge

- Knowledge and experience in deliberative stakeholder engagement, including in the preparation of engagement plans, delivery of engagement activities including facilitation
- Knowledge and experience in the administration of the Victorian LGA Act 2020 and the Planning and Environment Act, 1987, including in the Planning Scheme Amendment process, and of the Victorian Planning Framework.

- Experience in the delivery of strategies, Master Plans, Planning Policies, and detailed design for capital works projects.
- Experience in the design and delivery of programs, projects and services that directly impact and involve the community
- Extensive experience in providing specialist advice on strategic planning projects
- Knowledge or and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.
- Experience in undertaking and reporting on research and analysis

### **Management skills**

- Employees require skills in managing time, setting priorities and planning and organising their own work and where appropriate that of other employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Employees require an 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 employees development schemes. They would be also expected to contribute to the development and implementation of long-term staffing strategies

### **Interpersonal skills**

- Employees require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Employees must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

### **Qualifications and experience**

- Experience in Community Planning and Development practices and approaches and familiarity in evaluating and measuring outcomes from related projects and programs.
- Substantial experience in designing and delivering deliberative engagement with a wide range of community and stakeholders
- Tertiary qualifications in Land use Planning (open space, strategic or similar), Recreation, Community Development
- Substantial experience in project management, specifically in the delivery of strategies, specialist investigations, Master Plans, Planning Policies, detailed design, and program development.

### **Selection criteria**

1. Tertiary qualifications and/or relevant experience in Social and Community Planning, Land use Planning (open space, strategic or similar), and substantial experience in project management.
2. Demonstrated ability to supervise a team to achieve priorities and manage competing deadlines.
3. Demonstrated ability to undertake research and report writing through critically evaluating information and thinking strategically.
4. Demonstrated ability to design and manage projects to achieve results, including through the effective management of stakeholders, financial, physical and human resources.
5. Advanced interpersonal and communication skills, including the ability to consult, negotiate and liaise effectively with a diverse range of people through strong oral and written communication skills including in report writing and presentations. In particular it's essential that that there is a proven track record in plan drafting.
6. Demonstrated knowledge and experience in deliberative stakeholder engagement, including in the preparation of engagement plans, delivery of engagement activities including facilitation

### **Conditions of employment**

Conditions of employment are in accordance with the Northern Grampians Shire Council Enterprise Agreement Number 9 – 2021 and Northern Grampians Shire Council policies and procedures.

**Emergency Management** - All employees may be required to undertake Emergency Management Duties as directed.

**Qualifying period** - All Council appointments are subject to a minimum period of employment (“qualifying period”) of six months.

**Driving licence** – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

**Medical examination** - All appointments may be required to undertake a satisfactory pre-employment medical examination at Council’s expense.

**Working with Children Check** - The incumbent must hold a current Working with Children Check.

**Police Check** - All appointments are subject to a satisfactory National Police Record Check.

**Workcover arrangements** - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee’s entitlement to any future Workcover compensation.

Document review	
Date Approved/reviewed	April 2024
Prepared by	Manager Strategic Planning and Prosperity
Approved by	Chief Executive Officer

**Employee Signature**

[acceptance\_status]

[acceptance\_date]

[candidate\_name]