

POSITION DESCRIPTION



POSITION TITLE:	Senior Socio Economic Planner
POSITION NUMBER:	1522
GROUP:	General Manager
BUSINESS UNIT:	Communications, Community & Economy
SERVICE PACKAGE:	Communications, Community & Economy
REPORTS TO:	Manager Communications, Community & Economy
GRADE:	16
HOURS OF WORK:	35 hours
LAST DATE OF REVIEW:	August 2017
LAST DATE OF EVALUATION:	August 2017

Function Summary:

The primary purpose of the position is to manage a wide range of socio economic investigations and initiatives to identify, develop and promote future directions for Singleton with a particular focus on community and cultural services.

This includes undertaking work to identify and promote a clear advocacy scope for Council, identify and implement opportunities for collaboration with other government bodies, agencies, associations and community groups and direct the services of other Council teams to secure Singleton's long term future.

Major and Essential Job Functions:

The major responsibilities of the position are:

- Manage a portfolio of initiatives and projects across a wide range of socio-economic endeavours to identify, develop and promote a single view for the future of Singleton.
- Undertake and/or manage socio economic investigations
- Undertake cost benefit analyses across a broad range of topics to make recommendation on future directions for Singleton with a particular emphasis on community and cultural services
- Provide clear guidance to other Council teams on the required objectives and outcomes for Council Services to secure Singleton's future
- Engage and manage contractors and consultants as required to harness knowledge and information
- Network with state and federal agencies and community service providers to formulate plans for the future of Singleton
- Engage with regional and local government bodies, agencies, associations and community groups to develop partnerships and deliver outcomes.

- Promote and market the identified future directions for Singleton through Council and other stakeholder networks.
- Collaborate, engage and negotiate within Council to gain buy in and support

Other Functions and Responsibilities

- Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position
- It is a requirement of employment with Singleton Council that all staff undertake their work in a safe manner which will not harm themselves or others

Organisational Relationships:

Within Program Area	Within Council	External to Council
Manager Communications, Community and Economy Coordinator Communications and Engagement	Leadership Team General Manager	State Government Agencies Regional Associations Local organisations Community associations and groups

Direct and Indirect reports

Number and position titles of positions reporting to this position either directly or indirectly.

No.	Direct Reports Position Title	No	Indirect Reports Position Title
	Nil		Various depending on area of work

Essential Criteria

- Degree qualification in Socio-Economics, Social Services, Business or related discipline
- Demonstrated senior program and project management experience
- Demonstrated high level business acumen and strategic approach
- Demonstrated experience in working with community groups to understand required outcomes
- Demonstrated experience in identifying preparing and presenting business cases including detailed cost and benefit analysis
- A strategic mindset with demonstrated ability to develop and implement processes and policy
- Demonstrated excellent interpersonal, negotiation and change management ability
- Demonstrated success in networking and collaborating across diverse groups with an outcome focus

Desirable Criteria

- Formal qualifications in Project Management
- Formal qualifications in economic assessment
- Demonstrated experience working within a political environment

VALUES AND BEHAVIOURS

Singleton Council's decisions, actions and behaviour are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Our Vision

Singleton. A progressive community of excellence and sustainability.

Our Mission

To provide quality services to the community in an efficient and friendly manner encouraging responsible development.

Our Values and Behaviours

1. **Integrity:** We act with commitment, trust and accountability.
2. **Respect:** We are open, honest, inclusive and supportive.
3. **Excellence:** We strive to achieve the highest standards.
4. **Innovation:** We are creative, progressive and strategic.
5. **Enjoyment:** we promote a harmonious, productive and positive workplace.

Physical Requirements / Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job.

Physical Requirements and Work Environment											
Activity	Frequency			Numbers of Hours a Day							
	CONTINUOUS	INTERMITTENT	INFREQUENT	1	2	3	4	5	6	7	8
Sitting		✓				✓					
Walking		✓			✓						
Standing		✓			✓						
Bending			✓	✓							
Squatting			✓	✓							
Climbing			✓	✓							
Kneeling			✓	✓							
Twisting			✓	✓							
Lifting			✓	✓							
Swimming											
Driving		✓		✓							

NB: If manual lifting is required ensure a risk assessment is completed each time lifting is required

Hand Manipulation Required?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If YES, complete questions below)
Repetitive Hand Movements?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Simple Grasping? (eg. Holding a bottle)	Right Hand <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Left Hand <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Power Grasping? (tight grip)	Right Hand <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Left Hand <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Pushing Pulling? (to and from the body)	Right Hand <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Left Hand <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Fine Manipulation? (fine finger movements)	Right Hand <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Left Hand <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

TASKS REQUIRED IN POSITION			
ACTIVITY	CONTINUOUS	INTERMITTENT	INFREQUENT
Operating mobile plant			
Light repetitive handling			✓
Dog/cat control			
Cattle, sheep handling			
Native Animal, reptile handling			
Garbage collection			
Office, toilet cleaning			
UV exposed			✓
Herbicide/Pesticide use			
Cooking			
Walking on Slopes / Hills / Gradients			✓
Walking on uneven surfaces			✓
Working with bitumen			
Working with concrete			
Working with paints, solvents, oil, grease			
Cold environment			✓
Climbing, working at heights			
Confined spaces work			

Customer contact	✓		
Screen based work (intermittent)		✓	
Screen based work (constant)		✓	
Clerical deadlines		✓	
Supervisory – clerical, planning, deadlines			
Building trades work			
Motor trades work			
Child care			
Hospitality			
Exposure to dust or fumes			

Skills Progression and Assessment Record:

Position Title:

Occupant:

Skills Progression Requirements: <input checked="" type="checkbox"/> Achieved Step	Salary Step	N/A	1	2	3	4
Degree qualification in Socio-Economics, Business, Social Services or related discipline	1					
Demonstrated senior program and project management experience	1					
Demonstrated high level business acumen and strategic approach	1					
Demonstrated experience in identifying preparing and presenting business cases including detailed cost and benefit analysis	1					
A strategic mindset with demonstrated ability to develop and implement processes and policy	1					
Demonstrated ability to develop and implement relevant operating procedures and policy	2					
Demonstrated ability to mitigate risk to Council and the Community	2					
Recommendation and implementation of a continuous improvement activity	2					
Demonstrated commitment to safety, health and wellbeing	2					
Demonstrated ability to research and analyse information and make recommendation based on findings	2					
Demonstrated ability foster relationships and develop networks	3					
Demonstrated negotiation and conflict resolution skills	3					
Demonstrated ability to manage identified change in a matrixed environment	3					
Demonstrated ability to independently identify future directions for Council	3					
Demonstrated ability to identify new relationships to enhance outcomes for Singleton	3					
Demonstrated ability to communicate future direction to other Council teams	4					
Demonstrated ability to generate buy-in and acceptance of change	4					
Development of advanced reports, memorandum, letters, correspondence or policy/procedure of a complex nature	4					

Demonstrated ability to mentor leaders across Council in socio-economic management	4					
Advancement of professional knowledge via completion of further studies in a relevant field.	4					

Sign Off:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Job Holder Name

Signature

Date

Annual Skills Assessment:

To be completed following Annual Skills Assessment:

COMMENTS ON EMPLOYEE'S ATTITUDE AND APPLICATION TO WORK:

EMPLOYEE'S COMMENTS:

Name: _____

Signed: _____

Date: _____

MANAGER/SUPERVISOR'S COMMENTS:

Name: _____

Signed: _____

Date: _____

DIRECTOR'S COMMENTS:

Name: _____

Signed: _____

Date: _____

Position: _____ **Occupant:** _____

Skills Review Year (e.g. 2016): _____

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				