

### Community Infrastructure Planner

**Position Number:** 500642

**Directorate:** Advocacy and Communities

**Department:** Community Planning and Delivery

**Reports to:** Coordinator Advocacy and Social Planning

**Classification:** Band 7

**Employment Status:** Temporary

**Location:** **Wallan Office** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

**Date created/amended:** October 2021

**Employee signature:** \_\_\_\_\_ **Date:** / /

## About the Organisation

### Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

### Vision

Together with our Community, create a sustainable future.

### Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



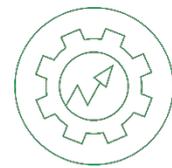
Respect



Customer Service  
Excellence



Accountability

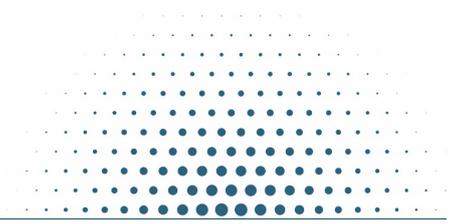


Continuous  
Improvement

### Structure

Mitchell Shire Council is broken into three Directorates being:

- > Organisational Performance
- > Economy, Growth, and Infrastructure
- > Advocacy and Communities



## About the Role

### Objectives

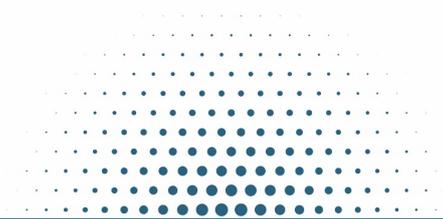
Develop and lead Mitchell Shire Council Council's community infrastructure approach to ensure the planning and delivery of well designed, integrated, accessible community infrastructure based on comprehensive service planning, best practice and innovative approaches to delivery, activation, monitoring and evaluation

Effectively plan for the delivery and activation of community infrastructure to meet community needs as growth and change occurs across the municipality, including:

- > Lead a cross organisational integrated community infrastructure approach
- > Provide leadership in the promotion and coordination of partnership opportunities, resource sharing and innovative community infrastructure responses to meet the service needs of growing and diverse communities
- > Ability to bring and test new thinking and planning to community infrastructure planning, delivery, activation, monitoring and evaluation
- > Lead and oversee the development and implementation of a community infrastructure program in accordance with organisational priorities to improve rigour, accuracy and alignment to related Council planning/policies to ensure sustainability to meet the needs of a growing and changing population.
- > Undertake evaluation and reflective practice on the effectiveness of community infrastructure delivery and associated projects to inform the thinking and planning for future community infrastructure.
- > Contribute to the Advocacy and Communities Directorate successes and priorities through active teamwork participation, contribute to the preparation of funding submissions, feasibility studies, planning and design guidelines, management and infrastructure plans to ensure future provision of community facilities are aligned with community needs and organisational priorities and capacity.

### Key Responsibility Areas

- > Facilitate collaboration and maintain excellent working relationships across the organisation and with external stakeholders.
- > Contribute to the development of an integrated service and activation model for community facilities.
- > Lead a cross organisational and integrated community infrastructure approach that aligns to service planning, activation models, long term financial and asset management planning
- > Collaborate with relevant services and external partners on research and learnings focused on community infrastructure service planning, end user and activation models.
- > Provide leadership in the promotion of innovative, partnership opportunities and collaborations for community infrastructure responses for current and new and emerging communities service needs
- > Working within the Project Management Framework work closely with appropriate external consultant's to complete project and design concept planning in preparation for future project funding opportunities.
- > An approachable proactive and imaginative approach to support the success of a cross organisational and integrated community infrastructure approach
- > Ability to work in a collaborative environment



- > Coordinate the provision of data to the management team and external bodies on major capital project related opportunities and issues.
- > Prepare reports, policies, and procedures for consideration by the Senior Management and Executive Team as required.
- > Conduct project evaluation upon completion and create a recommendations report in order to identify successful and unsuccessful project elements.

### **Collaboration and Customer Service**

- > Collaborate with stakeholders to ensure community social infrastructure projects are delivered through partnerships, and take advantage of non-traditional delivery, governance, and finance methods
- > Provide leadership
- > Undertake key community engagement processes regarding community infrastructure projects
- > Develop, implement, and promote effective communication channels within the Department, Directorate and across the organisation that fosters collaboration and achievement of shared outcomes in the planning of community infrastructure
- > Develop and maintain an excellent customer service interface when dealing with stakeholders (internally and externally) and the public.

### **Financial and Budget Management**

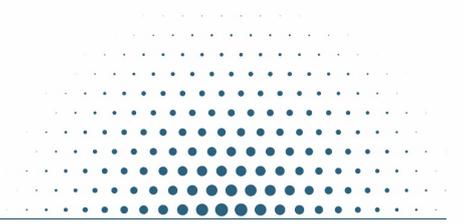
- > Develop and implement appropriate data collection systems ensuring all costs and works undertaken are accurately recorded.

### **Contract and Project Management**

- > Work in partnership with the Project Manager to ensure specific initiatives and projects are delivered on time and on budget, as directed by the Manager Community Planning and Delivery.
- > Prepare, with the assistance of the Procurement and Contracts Advisor, all necessary contract documentation, and specifications for allocated major capital works projects, in partnership with the Project Manager
- > Participate on the Capital Works Board to ensure appropriate monitoring and oversight of major community infrastructure monitoring
- > Provide accurate, relevant, and comprehensive advice to inform the development and execution of Council's community infrastructure projects, and related opportunities and issues ensuring an organisation-wide lens to infrastructure planning is considered. Manage contracts with external providers against service delivery specifications, milestone commitments and financial performance indicators.

### **Project Initiation**

- > Contribute to the development and implementation of a cross organisational and integrated approach to community infrastructure planning and project delivery in accordance with organisational priorities
- > Coordinate with stakeholders to undertake concept planning including concept designs to ensure projects are ready to submit for funding
- > Completion of budget submissions to obtain project funding



## About You

### **Key Selection Criteria**

1. Tertiary qualifications in Social Planning, Urban Planning, Community Services, or a relevant discipline and relevant 4 years' minimum experience working in a similar role.
2. Demonstrated project management framework skills - overseeing community infrastructure projects from inception to completion and consultation and engagement skills
3. Experience in community infrastructure - mapping, policy development and evidenced based planning
4. Demonstrated experience in developing and maintaining partnerships and build collaborative working relationships both within an organisation and externally
5. Demonstrated research, analytical skills and problem solving evidenced based skills to translate complex data and issues into accessible, coherent information and messages.
6. Demonstrated ability to produce high standard oral and written communications including reports, policies, presentations, and other correspondences such as submissions.

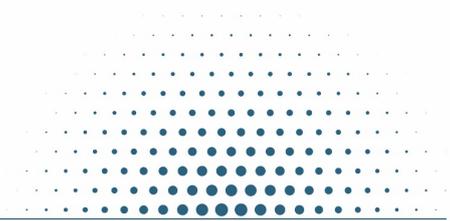
### **Qualifications and Experience**

#### **Essential**

- > Relevant tertiary qualifications in social policy, urban planning, community services or related field.
- > Substantial proven experience in a project management capacity and stakeholder management of community infrastructure projects
- > Relevant community infrastructure planning skills and experience
- > A valid Driver Licence.
- > Willingness to undertake National Police Check.
- > Willingness to undertake a WWC check

#### **Desirable**

- > Experience in local government



## Position Requirements

### **Accountability and Extent of Authority**

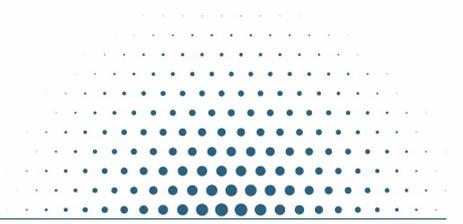
- > Accountable to make recommendations regarding community infrastructure matters
- > Represent Council in a range of discussions, forums externally, in a respectful, capable and confident manner
- > Accountable to the Coordinator Advocacy and Social Planning providing proactive, effective input in relation to the community infrastructure approach and functions of the Advocacy and Social Planning Team broadly
- > Providing high quality, well researched, accurate and timely information when developing reports, policies, advice and to internal and external stakeholders as required.
- > Ensuring that allocated tasks are carried out in accordance with Council's policies and procedures, professional standards and code of practice, Acts, Guidelines and Regulations, in a timely, accurate and efficient manner.
- > Adopting a pro-active risk management approach to all Council activities that the incumbent is responsible for to ensure that risks are identified, quantified and controlled, and that Council employees, contractors and the community are protected against reasonable loss.
- > Maintaining confidentiality on appropriate matters and adherence to Council policies regarding the transmission of information.
- > Coordinate independently with internal and external stakeholders, as it relates to the Community infrastructure approach in accordance with organisational priorities
- > Developing of systems and processes, initiation of contracts and provision of reports as required. This position has the freedom to apply creativity and innovation in initiating new approaches or building strategic partnerships which support more holistic social community planning outcomes.

### **Judgement and Decision Making**

- > Independence in decision making, problem solving, and policy development based on specialised knowledge and skills.
- > Skills in research, investigation, analysis and interpretation of a wide range of information and applying this knowledge to decision making policy development and application guiding principles.
- > Judgement in applying the requirements of the principles and systems development relating to capital project planning and maintenance.
- > Judgement in applying quality improvement principles in ways which further the long-term goals of Council and which reflect Council's values and aspirations
- > Diverse and wide range of specialist technical and analytical skills recognising that judgement and decision-making processes may involve significant levels of complexity and research
- > Conduct ongoing reviews of work practices, workflow, systems and skill sets in relation to capital project delivery to achieve organisational outcomes.

### **Specialist Skills and Knowledge**

- > Extensive experience in the management of community infrastructure projects from inception through to completion.
- > Extensive knowledge of community services, project management and asset management principles and practices.
- > Extensive experience in the completion of funding submissions



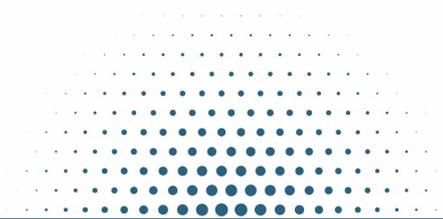
- > Substantial experience in successfully managing contracts and contractors.
- > Demonstrated knowledge and skill in quantitative and qualitative research methodologies, including demographic analysis, needs analysis and community engagement practices
- > Strong research and analytical skills in order to develop reports, policies or procedures.
- > Capacity to produce and provide analysis of statistics and reporting.
- > Technically competent with various software programs, such as MS Project and other relevant programs and systems.

### **Management Skills**

- > Collaborative leadership approach across Teams, Departments and Directorates
- > Ability to manage time, set priorities, plan and organise own work and that of others under the position's supervision.
- > Ability to lead, negotiate and influence outcomes with project partners and funding bodies.
- > Ability to lead and motivate to achieve team-based goals.
- > Ability to meet objectives and goals despite conflicting work pressures or resistance to change
- > Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- > Can react to project adjustments and alterations promptly and efficiently.
- > Ability to bring projects to successful completion through political sensitivity

### **Interpersonal Skills**

- > Highly developed oral and written communication skills to enable effective communication with a wide variety of people from all levels and background including partner organisations, government authorities, staff, contractors and the public.
- > Well-developed community engagement skills
- > Well-developed change management, negotiation, facilitation and influencing skills.
- > Ability to gain cooperation and assistance from other employees, and external contacts.
- > Ability to effectively prioritise and execute tasks in a high-pressure environment is crucial



## Appendix A - Conditions of Employment and Responsibilities

### **Agreements, Legislations and Awards**

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies, and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement
- > Early Education Employees Agreement

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2015
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

### **Asset Management**

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

### **Charter of Human Rights Compliance**

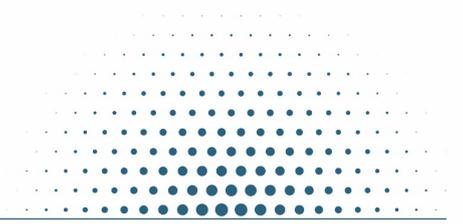
Council employees should demonstrate, respect, and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting, and supporting human rights

### **Child Safe Standards**

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers, and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



### Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails, and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

### Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers, and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

### Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

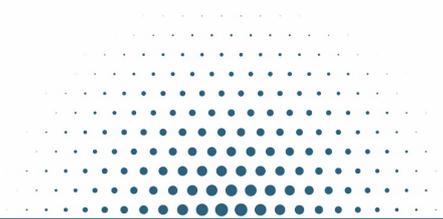
### Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high-quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council, and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

### Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled, you must inform your manager immediately.



### Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

### Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full-time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

### Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

#### Monthly ADO

A Monthly ADO is available to full time staff. As a full time, indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

#### Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5-hour days for 9 days per fortnight, with the 10<sup>th</sup> day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

### Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

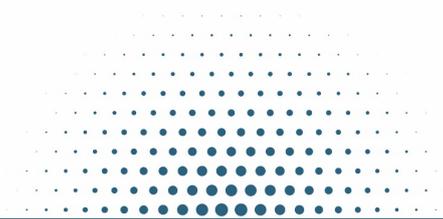
More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

### Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

### Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical be conducted on staff, to ensure they are able to operate in their role safely and effectively.

### **Qualifications Required for the Role**

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

### **Qualifying Period**

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

### **Recognition of Prior Service**

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

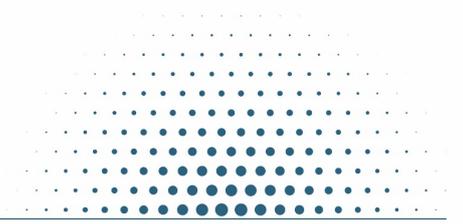
### **Payroll**

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

### **Risk Management and Occupational Health and Safety**

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures, and guidelines. This includes (but is not limited to) the following:

- > Perform all duties in a manner which demonstrates due care for your own and others health and safety
- > Comply with Risk and OHS documentation and legislative requirements
- > Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- > Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- > Wear and maintain all issued personal protective equipment.



### **Superannuation**

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 10% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

### **Types of Employment**

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types.

**Casual Employees** will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays, and severance entitlements.

**Part Time Employees** can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

### **Variations to Duties**

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.