

# Position Description

## Senior Planner (Community Health and Safety)



### Position Details

<b>Position Title</b>	Senior Planner (Community Health and Safety)
<b>Position Number</b>	703502
<b>Classification</b>	Band 7
<b>Division</b>	Community Strengthening
<b>Branch</b>	Ageing, Equity and Community Development
<b>Unit</b>	Policy and Partnerships
<b>Reports To</b>	Senior Coordinator Policy and Partnerships
<b>Employment Essentials</b>	National Police Check

Yarra City Council is committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander peoples, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

### At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

### Organisational Context

Yarra City Council is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and supporting the population and business base. A major imperative of the organisation is to work to a best value framework, emphasising customer service and continuous improvement.

The Community Strengthening Division promotes and enhances community wellbeing by providing services, building community partnerships and funding programs. Services include maternal and child health, family support, youth services, aged and disability services, arts and cultural development, library services, family and children's services, social policy, community development and venues and events.

The Division is committed to achieving the organisational goals outlined in the Council Plan, to increase community participation through five broad approaches:

1. Understanding local issues and opportunities
2. Developing and implementing key plans and strategies
3. Building partnerships and projects
4. Advocating from a human rights-based approach to support inclusion and diversity
5. Supporting and enhancing access to services, facilities and programs

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The Senior Planner (Community Health and Safety) is part of the Ageing, Equity and Community Development Branch within the Community Strengthening Division. The Branch delivers a mix of direct services, community development, and strategic policy work, including social research, planning and advocacy. It leads programs and initiatives that promote community health, safety and wellbeing; support healthy ageing and inclusion for people with disabilities; build confidence, capacity and resilience in diverse communities; and assist under-resourced groups facing systemic barriers and social injustice. Programs are delivered in collaboration with community, service providers and other levels of government to ensure outcomes are person-centred, evidence-based and equitable.

**Position reports to:** Senior Coordinator Policy and Partnerships

**Reporting to this Position:** None

**Internal Relationships:** Councillors, Community Strengthening Leadership Team, All Managers and Coordinators, all program areas delivering actions relevant to the health and wellbeing plan.

**External Relationships:** Community Health Providers  
Government Departments and Statutory Authorities  
Industry Professionals and peak bodies  
Other Local Governments  
State and Federal Governments

### Position Overview

Reporting to the Senior Coordinator of Policy and Partnerships, the Senior Planner Community Health and Safety promotes the health and safety of the community of Yarra through the delivery of projects, policy and advice based upon sound evidence and developed through whole-of-organisation involvement, inter-agency collaboration and community engagement. Applying an intersectional, rights-based, and health equity approach, the role focuses on supporting initiatives that improve health and safety through evidence-based policy development, research, and evaluation. The role also contributes to the design and ongoing refinement of health and safety-related policies, plans, and services across Council, and collaborates with internal and external stakeholders to develop partnerships and inform targeted responses.

The Senior Planner Community Health and Safety is pivotal in leading the development and operationalisation of the Council's Municipal Public Health and Wellbeing Plan (MPHWP) every four years, in parallel with the Council Plan, and delivering on the goals of the MPHWP and Council Plan. This includes responsibility for the development and delivery of new strategic directions, including scoping evidence-based plans to address health and wellbeing priorities. The role also collaborates on developing plans to guide whole-of-Council approaches to improving the health and wellbeing of priority population groups who experience a greater burden of health and wellbeing challenges.

The role has oversight of a range of community safety issues related to intoxication, anti-social behaviours and perceptions of safety, including amenity-related concerns of graffiti and syringe-litter. The Senior Planner Community Health and Safety coordinates public realm safety responses across Council business areas to address issues such as amenity impacts, compliance with local laws and risk management, and collaborates with a range of community safety agencies including the Neighbourhood Justice Centre, Victoria Police and relevant community health providers. The role works across Council and alongside external stakeholders to influence organisational practices, build partnerships, and ensure targeted, place-based responses are effectively integrated into planning and service delivery. Senior Planner Community Health and Safety convenes a number of stakeholder networks across both the health and safety portfolios.

### Key Responsibilities

#### All Yarra employees

Demonstrate leadership in reducing Yarra's emissions and building a climate-resilient future by embedding climate considerations into all of Council's activities.

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#### Policy and Strategy

- Develop, coordinate, monitor and drive the Municipal Public Health and Wellbeing Plan, as well as other strategies, plans and policies that are substantively focused on promoting community safety and public health.
- Demonstrate initiative and proactively develop strategic responses to issues of community safety and public health and present these before decision-makers.
- Proactively monitor the external social, political and economic environment at the local, State, National and international level with the aim of identifying trends and issues that may impact on Council and the Yarra community.
- Draft articulate and accessible briefs, reports, and policy papers for key decision makers, particularly Executive and Council.

#### Networks and Partnerships

- Demonstrate leadership and initiative in coordinating internal and external committees and networks such as the Yarra Health Plan Advisory Committee, Local Safety Reference Group and Liquor (Licensee) Forum including secretariat support.
- Represent Council on relevant State, regional and local networks, reference groups and advisory committees that promote community safety and public health.
- Consult with service providers, community groups, businesses and residents on current and emerging issues affecting community safety and public health initiatives and engage stakeholders in the delivery of appropriate and timely responses.
- Positively participate in a dynamic work environment which encourages a team-based approach to projects and responsibilities.

#### Research, monitoring and evaluation

- Deliver primary and secondary research to the organisation personally, with colleagues and/or through the use of consultants, through both qualitative and quantitative methodologies.
- Evaluate activities to establish consistent, effective and efficient practice in the domains of community safety and public health.
- Evaluate the impact of Municipal Public Health and Wellbeing Plan, and relevant health and safety initiatives of the Council Plan 2025-29
- Monitor trends in public safety and establish a framework for monitoring and reporting of ongoing safety issues.

#### Health and safety program development

- Develop the annual Health and Wellbeing Action Plan in consultation with community health providers and relevant branches of Council
- Pursue public and private sector funding opportunities (e.g. grant applications, etc.) for the Council and/or agencies to deliver projects, programs or services to the community.
- Provide advice on health and safety programs across Council to program areas delivering on the priority areas of the municipal health and wellbeing plan
- Address public safety issues through stakeholder engagement, inter-council collaboration, and the scoping and delivery of targeted interventions (where suitable).

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### Financial Management

- Assist in the preparation of the annual budget and manage expenditure and income targets in line with the adopted budget.
- Approve purchasing / ordering requirements relating to specific activities.

### Accountability and Extent of Authority

- **Resource management:** 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,
- **Specialist advice or regulate clients:** freedom to act subject to professional and regulatory review; actions/advice may have a significant effect on clients or groups,
- **Policy formulation:** The freedom to act is generally prescribed by a more senior position; the quality of work can have a significant effect on the policies being developed.

### Judgement and Decision Making

- Analyse complex social issues and develop strategic responses for Council.
- Engage important stakeholders in the decision-making process.
- Understand and navigate the political environment in which Council operates.
- Make decisions that range from day-to-day matters to complex issues, applying a high degree of creativity, originality, and innovation.
- Collaborate with diverse internal and external stakeholders to establish desired outcomes and ensure commitment to their implementation.
- Escalate particularly sensitive matters to the attention of the Senior Coordinator Policy and Partnerships.

### Management Skills

- Demonstrates effective time management, priority setting, and organisational skills essential for success in the position.
- Sets priorities and effectively manage the delivery of projects.
- Implements personnel practices, including equal opportunity, health and safety, training, and development.

### Interpersonal Skills

- Communicates effectively orally, engaging with stakeholders at all levels of the Council, including CEO, Executive, Managers, Coordinators, and officers, as well as external stakeholders such as State Government Departments, agencies, community, and health services.
- Demonstrates exceptional written communication skills, including correspondence, policy and strategy writing, report writing, and strategic advocacy.
- Influences and gains the cooperation and assistance of a diverse range of stakeholders and employees.

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- Resolves problems constructively, both internally and externally, through open and productive discussions.

### Risk and Safety Requirements

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

### Specialist Skills and Knowledge

- Capacity to promote community safety and/or public health through either public policy or strategic program and/or service planning.
- Demonstrated knowledge of the statutory environment as it relates to public health, community safety, planning and environment and local government.
- Displays strong knowledge of the local government's annual planning and budgeting process, including Council Plan, Health Plan, community planning, and associated reporting activities.
- Highly developed capacity to apply theoretical (academic) and applied knowledge from the social sciences and public health to ensure a holistic and integrated response to promoting population health and wellbeing for the municipality.

### Qualifications and Experience

- Tertiary qualifications in the social sciences, health sciences or related field.
- Previous experience working in a planning and/or policy development within a government/non-government organisation or comparable work setting.
- Previous experience and/or demonstrated knowledge in health planning and community safety is essential.

### Key Selection Criteria

1. Demonstrated theoretical knowledge and applied skills to promote community safety and/or public health through the context of public policy, health promotion or service planning.
2. Proven capacity to show initiative and deliver specialist and expert advice to key decision-makers on addressing matters of community safety and public health through policy, plans, strategies and programs.
3. Highly developed written and verbal communication, including drafting articulate and accessible briefs, reports, and policy papers and presenting at public forums.

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4. Demonstrated experience and sound skills in project management and the ability to manage a diverse range of tasks, work under pressure and meet deadlines.
5. Experience in government/non-government organisation or comparable work setting.