



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Principal Community Planner		
Position Number:	188	Standard Position Hours:	35 Hours
Group:	Corporate and Community Services	Unit:	Community and Cultural Engagement
Salary Grade:	11	Award Band and Level	Band 3 Level 3
Position Reports to:	Community and Cultural Engagement Manager		
Staff Management:	1		
Budget Responsibility:	\$50,000 (subject to CPI increases)		
Date Created:	30 July 2014	Date Last Reviewed:	14 February 2018
Version:	2	Document Number:	DOC2014/035561

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 320 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates:

- Corporate and Community Services
- Planning and Environment
- Works and Infrastructure

ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services Directorate is responsible for the delivery and operations of Council's financial, administration, governance, information technology, customer service and procurement functions and its community and cultural services.

The Community and Cultural Engagement Unit is responsible for the planning, development, delivery and operations of community and cultural services and includes libraries, youth services, cultural facilities, community information and community engagement activities.

This Unit works closely with other Units of Council which are engaged in the provision of strategic land use planning, development services, recreational assets and services, media and communications and the Mayor's Office.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 4.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAAs applicable to this position.

PRIMARY OBJECTIVE

The primary objective of the position is to oversee, lead, develop and implement initiatives for community and cultural programs including the development of planning strategies to achieve social justice and equality for all population groups within the Cessnock Local Government Area.

KEY ACCOUNTABILITIES

1. Develop and implement community planning strategies that align with Council's strategic documents and continuously seek to improve access, inclusion, community well-being and overall quality of life for both residents and visitors of the Cessnock Local Government Area.
2. Develop community planning strategies according to principles of social justice, for example the development of plans, planning guidelines and development control plans.
3. Develop cultural planning documents, for example plans, guidelines and policies including being responsible for administering and co-ordinating Council's Public Art Policy.
4. Conduct sound evaluations of community and cultural plans and strategies and ensure findings guide future strategic community and cultural planning decisions.
5. Assess and provide advice on the social and cultural impacts associated with planning proposals, including providing advice on the need for additional community/culture infrastructure and taking into account the requirements of Council's strategic planning instruments.
6. Encourage and enable public participation in the community and cultural planning process through the development and implementation of appropriate community consultation and engagement processes.
7. Research and monitor population growth, demographic indicators, local community services availability and advocate for and support appropriate service development opportunities within the Cessnock Local Government Area.
8. Develop partnerships between government and non-government agencies, the private sector and the community to improve the planning and provision of community services and infrastructure within the Local Government Area.
9. Be responsible for cultural assets and facilities allocated to the unit including liaising with community groups who occupy the facility, prepare funding submissions for building works and community projects, log and follow up on maintenance requests.
10. Inform Council, through briefings and reports on a range of community and cultural service matters and prepare written submissions where required by Council.
11. Supervise the Community and Cultural Engagement Officer role and oversee the programs that sit within that position description.
12. Any other accountabilities or duties as directed by Manager which are within the employee's skill, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Degree qualification in social work, social sciences (community or cultural development or planning) or relevant discipline.
2. Minimum of 10 year's experience in the community services sector along with demonstrated experience in successfully leading and overseeing strategic community or cultural planning programs.
3. Demonstrated extensive knowledge of strategic community or cultural planning processes and outcomes, including the development of plans, planning guidelines and submissions.
4. Demonstrated high level research and analytical skills and the ability to translate evidence based research into practical and achievable community or cultural strategies and initiatives.
5. Demonstrated skills in assessing and evaluating planning proposals from a social impact perspective (including crime prevention through environmental design principles).
6. Highly developed written and verbal communication skills including engagement, facilitation and community consultation.
7. Demonstrated sound experience of working in partnership with government departments, non-government organisations, the private sector and the community.
8. Demonstrated ability in addressing complex issues and problem solving, including the ability to assess and analyse issues and develop appropriate solutions.
9. Demonstrated ability to be self-motivated, capable of working independently, innovative in the performance of duties and demonstrate initiative.
10. Demonstrated ability in overseeing community facilities including working with community groups who use community facilities.
11. Demonstrated commitment to providing superior customer service.
12. Solid experience in the use of Microsoft Office and other software/database programs relevant to the position such as Data Management systems
13. Class C Driver's License

Highly Desirable

1. Post-graduate qualifications in social work or social sciences (community or cultural development or planning related), or relevant discipline.
2. Knowledge and understanding of the Environmental Planning Act 1979 and its relationship to community planning.
3. Previous experience in Local Government.
4. Previous experience in a supervisory role with the proven ability to foster an environment based on teamwork and cooperation.

SIGNATURE

Employee

Full Name:

Signature:

Date: