



Position Description

Team Leader/Supervisor/Coordinator

Position Title	Community Planning Coordinator
Division	Strategy and Growth
Section	Community Place
Reports to	Community Participation Manager
Grade	15
Direct Reports	1 – Community Planning Officer
Indirect Reports	1 and community volunteers

Position purpose

The Community Planning Coordinator will be responsible for the implementation of the Community Planning Program and working with communities across the LGA to produce community plans for our 18 identified communities.

The purpose of the Community Planning Coordinator will develop community capacity building through the development of plans that engages and empowers the community to collaborate and co-design the future of their communities with Council through a variety of engagement methods and planned processes.

Team responsibilities

Review team and individual performance through the Employee Engagement Process

Drive system improvements within the team, to support the delivery of effective, high quality, targeted and best value services

Provide consistent and decisive leadership to the team

Develop, mentor, coach and empower staff to build a high -performance team culture

Apply organisational policies, procedures, and Values in day to day work

Manage and monitor key resources used by the team

Lead, support and coordinate day to day operational supervision of staff

Position specific responsibilities

- Implement the community planning process and assist in the evolution of Community planning throughout the LGA
- Undertake a variety of engagement techniques to ensure broad community engagement and broad community buy in to the Community Planning Process
- Coordinate an internal multi disciplinary team, support the development and implementation of Community planning and outcomes and create a collaborative culture for community planning
- Build understanding and capacity within the organisation of what Community planning is and how it influences future planning



- Manage Community action teams and assist in determining actions for the community and the organisation
- Lead, guide and motivate community, project team members, relevant stakeholders and the community to achieve project and program objectives.
- Participate in community engagement processes to ensure that all members of our community are involved and included in decision making and can participate in community life
- Ensure appropriate processes (timely updates, approvals, and collaboration with the Communications team) are in place to ensure engagement content aligns, integrates and facilitates communication updates for the community on the community planning process
- Assist in developing content for a digital platform to support effective Community Planning
- Be an active member of the Community Place team and support with cross organisational initiatives as appropriate
- Any other related duties as directed, within the skills and scope of the role.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

As a supervisor, you are expected to demonstrate the behaviours required of non-supervisory employees, in addition to those outlined below.

Values-based behaviours for Team Leader/Supervisor/Coordinator

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I ensure that roles and responsibilities are clearly communicated• I actively listen to the concerns of my staff and customers• I keep my team members informed• I provide regular, valid and objective feedback in relation to individual performance
Accountability	<ul style="list-style-type: none">• I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health and safety of myself and others• I ensure that the actions of myself and others are focused on achieving organisational outcomes• I take responsibility for the behaviour and performance of my staff members within the workplace• I deal with issues when they arise
Professionalism	<ul style="list-style-type: none">• I lead by example• I set clear objectives and goals for my team to achieve• I contribute to the change process and see change as an opportunity to improve performance• I ensure my team is working well together
Integrity	<ul style="list-style-type: none">• I maintain confidentiality• I recognise and report misconduct, illegal or inappropriate behaviour, and support my team to do the same• I am fair and consistent in my dealings• I am honest with my staff
Teamwork	<ul style="list-style-type: none">• I acknowledge the achievements of my team members• I encourage a positive working environment• I am engaged, enthusiastic and motivated• I mentor and coach my team



Document Endorsement

Date August 2018 **Group Manager** Community Place

Date 16 January 2019 **Director** Strategy and Growth

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____

