

Position:	Coordinator Social Infrastructure and Open Space Planning
Agreement:	Surf Coast Shire Council Enterprise Agreement 2022-2025
Award Classification:	Band 8
Division:	Placemaking and Environment
Department:	Integrated Planning
Date Reviewed:	July 2024
Approved By:	General Manager Placemaking and Environment
Current Incumbent:	Vacant

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

- We set clear expectations
- We are accountable for our actions
- We get things done

We See Opportunity

- We look for better ways
- We are open minded
- We learn from our experiences

We Work Together

- We value strengths and differences
- We seek to work with others
- We help people to succeed

We Make a Difference

- We proudly represent Surf Coast Shire Council
- We act with the future in mind
- We go the extra mile

POSITION OBJECTIVES

The position sits in the Integrated Planning Department which includes the functions of strategic planning, social infrastructure and open space planning and strategic initiatives (with a focus on housing crisis and integrated transport planning) and reports to the Manager Integrated Planning. The role helps to deliver on the Surf Coast Shire Community Vision, the Council Plan 2021-25 and legislated requirements associated with these areas.

The position leads the Social Infrastructure and Open Space Planning team. The objectives for this role include:

- Lead and enhance the Social Infrastructure and Open Space Planning unit.
- Lead the development and implementation of strategies, policies and service standards.
- Drive, implement and maintain the Integrated Social Infrastructure Plan for the Shire to coordinate and prioritise investment decisions in community places, spaces and precincts.
- Provide strategic advice in relation to Council's current and future social infrastructure and open space needs and priorities.
- Lead delivery of Council's land management and statutory functions for public places, spaces and precincts (including open space and public realm).
- Drive management and delivery of strategic-led and complex social infrastructure, open space and precinct planning projects.
- Ensure projects are delivered in a timely, cost-effective and collaborative manner and have a positive outcome for our community and funding partners resulting in an enhanced reputation for Surf Coast Shire Council.
- Ensure the development of funding strategies and coordinate funding acquisition related to social infrastructure, open space and precinct projects.

We pride ourselves on our constructive culture that people want to be a part of. As a leader you are expected to role model the highest standards of behaviour, while bringing your own unique style to the role. Relationships are important to us and this role works closely with Councillors, the community and external agencies.

DEPARTMENTAL OBJECTIVES

The Department plays a critical role in leading the medium to long term planning of the shire and has a key role in driving integrated planning across the organisation and viewing places from the perspective of the people who live, work and play in the Shire.

The Department's work has a high profile within the organisation, Councillors and the community.

Current objectives include:

- Leading the establishment of the placemaking approach for the organisation.
- Undertaking strategic land use planning projects that plan and manage future growth within the shire whilst protecting key environmental assets.
- Designing and implementing planning projects to deliver social and affordable housing projects and major community facilities.
- Developing a shire-wide social infrastructure and open space plan to inform Council's investment decision making.
- Planning for major social infrastructure, open space and precinct projects.
- Land Manager for public spaces and places (specifically open space and public realm).

ORGANISATIONAL CONTEXT

The Social Infrastructure and Open Space Planning Team is located within the Integrated Planning Department and is part of the Placemaking and Environment Division.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Integrated Planning
Supervises:	Social Infrastructure and Open Space Planning Unit - Senior Open Space Planner, Senior Social Infrastructure Planner, casual staff, consultants and/or contractors.
Internal Relationships:	Councillors and all staff at Surf Coast Shire Council, with a specific focus on social infrastructure and open space planning and land management, including strategic planning, strategic initiatives, statutory planning, environment, climate action, circular economy, infrastructure (traffic, development and stormwater), asset management, economic development, finance and community life.
External Relationships:	General public, community groups, all levels of government, relevant departments and agencies, referral authorities, peak bodies, consultants, other professionals and local authorities, businesses and external service providers.

Key responsibilities	Measurable outcomes
<p>Social Infrastructure and Open Space Planning Unit Management</p> <p>Lead and coordinate the delivery of the Council's Social Infrastructure and Open Space Planning functions and work plan consistent with the Council Plan objectives and the Divisional purpose.</p> <p>Develop and maintain Council's Social Infrastructure and Open Space Plan.</p> <p>Lead Council's Social Infrastructure and Open Space Team and develop a high performing team culture.</p> <p>Lead the delivery of strategic-led and complex social infrastructure, open space and precinct planning projects and action funding strategies to ensure implementation.</p> <p>Lead delivery of Council's land management functions for all public places, spaces and precincts.</p> <p>Ensure delivery of Council's statutory planning functions for public places and spaces (including open space and public realm).</p> <p>Manage Council's Open Space Reserve Fund (OSRF).</p> <p>Ensure the placemaking approach is integrated into social infrastructure and open space planning work.</p>	<p>Undertake regular meetings with direct reports to coach and support staff and give advice and direction when required.</p> <p>Ensure a strong customer focus and pragmatic solution focus is maintained.</p> <p>Develop, implement and prioritise the social infrastructure and open space planning work program and investment priorities (including OSRF).</p> <p>Develop appropriate systems to manage the team functions in an efficient and effective manner.</p> <p>Ensure legislated and land management requirements are met.</p> <p>Ensure strong internal and external relationships with key stakeholders.</p> <p>Develop and maintain professional and positive relationships with our community, government, external and internal stakeholders.</p> <p>Contribute to the achievement of the organisation direction as a member of the Placemaking and Environment Division.</p>

<p>Ensure a strong customer service focus and establish and maintain effective working relationships with key development and community stakeholders.</p>	
<p>Staffing</p> <p>Ensure department employees receive regular feedback on their performance.</p> <p>Ensure a formal annual assessment of each employees' performance, training and skill needs.</p> <p>Lead the development of a high performing team culture.</p> <p>Lead recruitment related to social infrastructure and open space planning unit.</p>	<p>Ensure staff receive regular feedback on their performance through formal and informal opportunities.</p> <p>Encourage and assist staff to develop their professional skills through a range of planned learning opportunities.</p> <p>Support high level collaboration and communication within the Department and across the organisation.</p>
<p>Risk Management and Workplace Health & Safety</p> <p>Observe safe work processes in accordance with training and instruction given and report any risks to immediate supervisor. Risks arising in the workplace may be financial, safety, site, task or person-specific.</p> <p>Participate in the consultative processes provided by the organisation.</p>	<p>Risk, hazards and incidents are reported in a timely manner using the correct channels of communication.</p> <p>Ensure that work practices are conducted in line with Council's WHS and Risk management policies, practices and relevant legislation.</p>
<p>Fraud and Corruption</p> <p>Ensure Council's Fraud & Corruption policy, program and the application of sound fraud & corruption management practices within the workplace and community are observed and complied with at all times.</p> <p>Maintain awareness and keep updated with relevant training around fraud and corruption to ensure all staff meet the obligations of their role and fulfil their responsibilities in relation to fraud and corruption.</p> <p>Participate in Fraud & Corruption training provided by the organisation.</p>	<p>Potential breaches and incidents are reported in a timely manner using the correct channels of communication.</p> <p>Work practices are conducted in line with Council's Fraud & Corruption policy.</p> <p>Fraud & Corruption training and refresher training for all staff within the department is complete.</p>
<p>Record Keeping</p> <p>Understanding records management obligations and responsibilities.</p> <p>Making and keeping accurate and complete records of business activities and decision making.</p>	<p>Ensuring the quality and accuracy of the data used or entered on Council databases and systems.</p>

<p>Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.</p>	
<p>Other</p> <p>Constructively participate as a member of the Department and Divisional Leadership Group.</p> <p>Participate in the development of Department plans and budgets.</p> <p>Behave consistently with Council's values and agreed Department behaviours.</p> <p>Perform other duties and responsibilities reasonably within the capabilities of the role.</p>	<p>Actively contribute to the culture and effectiveness of the Department and Division Leadership Groups.</p> <p>Actively contribute to the development of Department plans and priorities.</p> <p>Actively demonstrate Council values and department behaviours in all work undertaken.</p>

Accountability and Extent of Authority

- Accountable to lead and manage staff in the Social Infrastructure and Open Space Planning unit.
- Accountable for the provision of efficient, effective and pro-active delivery of social infrastructure, open space and precinct planning projects.
- Accountable for providing accurate and timely specialist advice to stakeholders and customers in relation to social infrastructure, open space and precinct planning consistent with legislation, government policies and the Council Plan.
- Accountable to ensure robust evidence-based and compliant decision making and approvals as Council's lead land manager for places, spaces and precincts.
- Accountable to lead the delivery of Council's land management and statutory functions for all public places, spaces and precincts (including public facilities, open space and public realm).
- Accountable to lead the research, development and implementation of effective and innovative strategies, policies and guidelines that align with the Council Plan objectives.
- Accountable to represent Council and senior staff in public forums, panels and other legal proceedings in relation to social infrastructure and open space planning and land management.
- Accountable to drive investment decisions, resource identification, funding acquisition and developing budgets required to achieve the delivery of agreed services provided by the unit.
- Accountable for the confidentiality of all documents within the control of the position.
- Accountable for promoting a positive image of the team to members of the public through professional conduct and the provision of advice in a courteous and efficient manner.
- Accountable for adherence to established delegation and authority levels.
- Authority to make representation on behalf of Council to all levels of government on social infrastructure, open space and precinct planning and funding matters.

Judgement and Decision Making

- Ability to manage and allocate resources to achieve the desired service delivery outcomes.
- Make judgements based on knowledge of strategic processes and procedures in relation to the development of social infrastructure and open space policy and controls consistent with the Planning and Environment Act 1987, and Council objectives and policy.
- Be responsible for making complex decisions that may require research into expert technical and legal advice before making recommendations. Have the ability to resolve inter and intra organisational issues.
- Using existing procedures that may have to be applied to new situations within the limits of authority delegated from time to time by the Council.
- Use discretion in the provision of information to authorities and members of the public which may have legal ramifications and the potential to impact on the wider community.
- Have an ability to assess, persuade and resolve complex problems in an environment where legislation may not offer unambiguous solutions and identify and implement relevant solutions.
- Initiate and manage negotiations with stakeholders to gain commitment to policies, projects and initiatives to meet organisational objectives.
- Manage all budgets as they apply to this position.
- Ensure compliance with relevant policies and legislation as they apply to this position.

Specialist Skills and Knowledge

- Thorough knowledge of the Local Government Act 1989 and other relevant legislation to the position.
- A high level of experience to research, analyse and interpret strategy, policy, legislation and situations and a high level of writing skills. Ability to clearly communicate with a diversity of audiences through written reports, research and consultative methods.
- A high level of understanding and appreciation of social infrastructure and open space principles and issues affecting the growth and development of a municipality and understanding of the political context in which it operates, including a sound appreciation of community, social, environmental and economic issues.
- A high level of communication, mediation, facilitation and problem solving skills. Ability to manage complex stakeholder groups and diverse audiences.
- Well demonstrated experience of Local Government and its operations, particularly in relation to social infrastructure, open space and integrated precinct matters and associated processes and procedures.
- Strong project management skills and knowledge of budgeting techniques and accounting practices.
- Well demonstrated and in-depth understanding of project development and management.

Management Skills

- Ability to provide leadership, motivate staff and work within a team.
- Ability to manage complex stakeholder groups.
- The ability to achieve objectives within a specified time despite conflicting pressures.
- The ability to maintain confidentiality in regard to staff related issues.
- The ability to resolve or assist in the resolution of issues.
- The ability to engender the trust of management, staff, clients and the general public.

- The ability to make decisions while working with a minimum of supervision.
- The ability to implement well-developed organising skills and a thorough and systematic approach to record keeping.
- The incumbent will require a level of management skills to enable effective supervision of a group of employees with varying skills and qualifications and to achieve objectives and goals taking account of wider organisational and external constraints and opportunities.
- Required to manage a number of projects simultaneously to meet agreed outcomes with limited resources.
- The ability to set clear goals and plans, prioritise where required and follow through on commitments and deliver on an agreed work plan.

Interpersonal Skills

- Ability to present to or negotiate with clients, members of the public, other employees, Council and representatives of other organisations in the pursuit and achievement of specific and set objectives.
- Excellent listening and verbal communication skills, including a demonstrated ability to communicate information in a friendly and articulate way.
- Highly developed written communication skills to enable the production of reports and policies covering complex issues.
- Ability to facilitate, mediate, negotiate and resolve complex conflicts with staff, community members, developers, other organisations and Council.
- Ability to lead, motivate and develop employees under their control.
- Well-developed dispute resolution skills.

Equal Opportunity Statement

Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

Child Safe Standards

Surf Coast Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Surf Coast Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

All positions within Council are required to have a current Working with Children Check (WWCC) as stated in Council policy. All prospective employees cannot commence work with Council until they have a valid WWCC.

All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

KEY SELECTION CRITERIA

MANDATORY QUALIFICATIONS AND EXPERIENCE

- A Tertiary qualification in social infrastructure, open space or recreation planning or a related discipline or a minimum 5 years' experience in one or more relevant fields.
- Experience in social infrastructure, open space and precinct planning, project management and policy development.
- A strong track record in the development of successful funding strategies and coordinating funding acquisition related to social infrastructure, open space and precinct projects.
- Recognised as a people leader, with a good track record of building and empowering teams and positively modeling constructive behaviours along with the ability to set clear priorities and deliver on an agreed work plan.
- A pragmatic problem solver and facilitator able to navigate complex social infrastructure and open planning issues with a diverse range of stakeholders.
- Well-developed relationship management and communication skills and be able to communicate effectively with members of the public, Councillors and staff.

OTHER MANDATORY REQUIREMENTS

- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current WWCC.
- Police Check results that are suitable for this position (will be arranged by Surf Coast Shire Council).
- A complete international criminal history check is required if the person has worked or lived overseas for any period of time OR a complete national criminal history check is required if the person has only ever worked in Australia.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Experience in planning and delivering integrated planning / placemaking projects and applying project management skills in a complex environment.
- Experience in Local Government.
- A strong appreciation of the Surf Coast Shire context.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.