



## POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

<b>POSITION TITLE:</b>	<b>ANALYST - URBAN PLANNING (12 MONTH CONTRACT)</b>
<b>WORKPLACE AGREEMENT:</b>	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT 2016-2018
<b>CLASSIFICATION:</b>	Level 6
<b>DEPARTMENT / DIVISION:</b>	CITY DEVELOPMENT / ECONOMIC DEVELOPMENT AND URBAN POLICY
<b>POLICE CLEARANCE:</b>	NOT REQUIRED
<b>REPORTS TO:</b>	COORDINATOR URBAN POLICY AND PLANNING
<b>DIRECT REPORTS:</b>	NIL
<b>POSITION NUMBER:</b>	000975

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Provide research, strategic, analytical and trend interpretation relating to factors that impact on the economic, social and environmental development of Salisbury</li> <li>• Identify sources of information and ways to present it to support evidence based internal and external decision making.</li> <li>• Assist in the development of Council's strategic directions</li> </ul>
<b>VALUES AND BEHAVIOURS:</b>	<p>The commitment required of this position is in accordance with the Leadership Brand Principles and Expectations. These behavioural expectations support the City of Salisbury values:</p> <ul style="list-style-type: none"> <li>• By being <b>empathetic</b>; listening to, and understanding their customers and employees.</li> <li>• By <b>empowering</b> their staff and the community to be involved, to speak up, make decisions and deliver key outcomes.</li> <li>• Through <b>innovation</b>; seizing opportunities, thinking and acting progressively, taking calculated risks and making positive changes.</li> <li>• Through <b>achievement</b>; setting goals for themselves and with team members, always striving to meet these goals and celebrating the successful outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>• By recognising <b>diversity</b>, adapting their style and service delivery to always meet the diverse needs of their employees, customers and the community in which they work.</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Assist in the development of Council’s City Plan</li> <li>• Scope development of a ‘city insights’ tool that contains a repository of information to inform internal and external decision making.</li> <li>• Identify how Council’s existing information sources and analytics assets can be better utilised to assist in understanding what’s happening within our City.</li> <li>• Proactively provide strategic insights into national and international best practice, trends, opportunities and challenges to inform potential strategies, policies and initiatives that could facilitate city development</li> <li>• Undertaking strategic research and analysis for projects and tasks related to Economic Development &amp; Urban Policy.</li> <li>• Proactively monitor media channels to identify emerging social, environmental and economic challenges and opportunities that potentially impact on the physical and economic development of Salisbury.</li> <li>• Initiate and prepare documentation including Committee/Council reports, project briefs, project and research reports and correspondence</li> <li>• Engage, influence and inform other Council programs on cross-council strategies, initiatives and projects to achieve broader Council objectives by contributing technical advice and knowledge, and supporting evidence-based decision making.</li> <li>• Manage consultants and contracts as they relate to the objectives of the position.</li> </ul>
<p><b>WHS RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.</li> <li>• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.</li> <li>• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.</li> <li>• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.</li> <li>• Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy.</li> <li>• Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>
<p><b>GENERAL RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>• To manage all Corporate Records in accordance with required procedures.</li> <li>• Responsible for purchasing goods and services in</li> </ul>

	accordance with purchasing guidelines and delegated financial limits.
<b>COMPETENCIES:</b>	<ul style="list-style-type: none"> <li>To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing</li> </ul>
<b>ESSENTIAL SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>Strong attention to detail with a focus on quality.</li> <li>Experience in building insights dashboards and visualizations.</li> <li>Experience in project planning and delivery of project proposals.</li> <li>Passion for urban planning, development of communities and economics.</li> <li>A self-motivated and goal-oriented work ethic.</li> <li>A solutions-focused, lateral thinking approach.</li> <li>Willingness to be a team player, contributor, and collaborate.</li> <li>Research and analytics, including sourcing of a wide range of publicly available data sets, comprehensive field work</li> <li>Analytical skills supported by relevant tertiary qualifications and experience relevant to the role</li> </ul>
<b>DESIRABLE SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>Using ESRI products such as ArcGIS Pro or other GIS systems.</li> <li>Understanding of local government</li> <li>Experience with within a strategic planning environment</li> <li>Evaluating strategic planning documents, directions, and indicators.</li> </ul>
<b>EXTENT OF AUTHORITY:</b>	<ul style="list-style-type: none"> <li>Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>

<b>AGREEMENT:</b>		
<b>GENERAL MANAGER NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
<b>MANAGER PEOPLE &amp; CULTURE:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
<b>POSITION INCUMBENT NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>