



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.

POSITION TITLE:	COMMUNITY PLANNER: PLACE ACTIVATION
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT 2013-2015 OR CITY OF SALISBURY AWU AND LGE (ENTERPRISE BARGAINING) AGREEMENT NO.11 2015
CLASSIFICATION:	Level 4 – 18 MONTH FIXED TERM CONTRACT
DEPARTMENT / DIVISION:	COMMUNITY PLANNING & VITALITY
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	TEAM LEADER: PLACE CURATION & CULTURAL DEVELOPMENT
DIRECT REPORTS:	MAY OCCUR AS A RESULT OF STUDENT PLACEMENTS OR PROGRAM VIA EXTERNAL FUNDING
POSITION NUMBER:	

POSITION OBJECTIVES:	<ul style="list-style-type: none"> To plan, implement and report on the Community Event Sponsorship Funding Program. Ensure the suitable engagement and involvement of all relevant stakeholders in planning and implementation of place activation programs, projects and events. Maintain and develop strategic partnerships between the City of Salisbury and government, non-government organisations, business and industry and the community for the delivery of place activation within the City of Salisbury.
VALUES AND BEHAVIOURS:	<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"> By being empathetic; listening to, and understanding their customers and employees. By empowering their staff and the community to be involved, to speak up, make decisions and deliver key outcomes. Through innovation; seizing opportunities, thinking and acting progressively, taking calculated risks and making

	<p>positive changes.</p> <ul style="list-style-type: none"> • Through achievement; setting goals for themselves and with team members, always striving to meet these goals and celebrating the successful outcomes. • By recognising diversity, adapting their style and service delivery to always meet the diverse needs of their employees, customers and the community in which they work.
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Coordination of key working parties established for various cultural development projects. • Secure resources via the preparation of funding applications and sponsorship approaches. • Establish and maintain open and effective communication and working relationships between Council, other council departments and the community for the implementation of key cultural development projects. <p>Event Coordination</p> <p>Under the broad direction of the Team Leader: Place Curation & Cultural Development the following key events will be organised:</p> <ul style="list-style-type: none"> • Australia Day (January) • Salisbury Secret Garden – Venues & Schools Program (February – March) • International Women’s Day Breakfast (March) • Salisbury Plays (April, May, September, October) <p>Event Liaison</p> <p>Provides event liaison for the following events:</p> <ul style="list-style-type: none"> • ANZAC Day • Remembrance Day • Mayoral Christmas Breakfast • Event Liaison <p>Project coordination</p> <p>Planning, implementation and reporting on the Community Event Sponsorship Funding Program.</p> <p>Providing event funding and planning information and guidance to community groups.</p>
<p>WHS RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • 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. • 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. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • 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. • Undertake WHS training where required, in order to

	perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> 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. To manage all Corporate Records in accordance with required procedures. Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	<ul style="list-style-type: none"> To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing.
ESSENTIAL SELECTION CRITERIA:	<p>Skills</p> <ul style="list-style-type: none"> Experience in working on community based projects and programs. Ability to develop and implement appropriate responses to meet identified community issues and needs. A sound knowledge of community development principles and processes. Knowledge of inter-governmental relations and practices. Demonstrated ability to set priorities and manage deadlines. Advanced written and verbal communication skills and ability to build strong professional relationships with internal and external stakeholders from diverse backgrounds. Proven ability to deliver exceptional customer service. Demonstrated ability to be self-motivated and operate independently whilst also working collaboratively within a multi-disciplinary team. Report writing and administrative skills of a high level. Experience working with MS Office. Experience working in a Local Government environment. <p>Experience</p> <ul style="list-style-type: none"> Proven track experience in the coordination, management and monitoring of medium to large corporate or community events. Proven experience in sourcing and securing funding and in coordinating funding programs and providing guidance to applicants. Proven experience in the design and implementation place activation initiatives. Ability to develop effective relationships and partnerships with community and other stakeholders. Ability to work collaboratively. <p>Knowledge</p> <ul style="list-style-type: none"> Understanding of community development and place making principles and processes. Knowledge of community consultation techniques and approaches. Good understanding of Local, State and Federal

	Government social policy in area of responsibility.
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Tertiary qualifications in the relevant fields are desirable but not essential. • Knowledge of organisational structures/functions and comprehensive knowledge of Council policies relevant to the Department.
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Some work after hours will be required. • Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where applicable) reporting any signs of abuse or neglect to the Department for Families and Communities. • As an Authorised officer, fulfil all requirements set out in the Local Government Act.
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated event budgets.

AGREEMENT:		
GENERAL MANAGER NAME:	SIGNATURE:	DATE:
MANAGER PEOPLE & CULTURE:	SIGNATURE:	DATE:
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
POSITION INCUMBANT NAME:	SIGNATURE:	DATE: