



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:	SOCIAL POLICY PLANNER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT 2019-2021
CLASSIFICATION:	MOA level 6/7
DEPARTMENT / DIVISION:	COMMUNITY DEVELOPMENT / COMMUNITY PLANNING
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	MANAGER COMMUNITY DIVERSITY AND INCLUSION
DIRECT REPORTS:	NIL
POSITION NUMBER:	001106

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • Works as a team, and leads specific areas of focus, to deliver holistic and strategic outcomes across a range of community priorities. • Identify, monitor and lead strategic and operational responses to community needs and trends through the development and delivery of programs and policies that strengthen the community and address Council priorities. • Build and maintain relationships with key stakeholders, facilitating their engagement and contribution to the identification and development of solutions to social issues, and inform policy and strategic decision making. • Develop, coordinate and manage the planning and implementation of significant or strategic community development projects for the City. • Operate as a senior specialist providing multi-functional advice and direction to various departments, Executive Group and Council in relation to social planning, policy and emerging social issues. • Provide leadership on social planning issues for Council and the community.
VALUES AND BEHAVIOURS:	These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes

	<p>and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Work across Council as part of an integrated team of social, policy planners and urban planners whilst taking lead responsibility for specific areas of priority. • Homelessness and Housing Solutions: Demonstrated experience in developing and implementing strategies to address homelessness and housing affordability. Ability to collaborate with community organisations, government agencies, and stakeholders to create innovative solutions and programs. • City Safety and Community Wellbeing: Proven expertise in enhancing city safety and community wellbeing through strategic planning and operational initiatives. Experience in designing and executing programs that improve public safety, emergency response, and community resilience. • Diversity and Inclusion: Strong track record in promoting diversity and inclusion within community planning and social programs. Ability to develop and implement policies that foster inclusive practices and support marginalised and vulnerable populations. • Operational and Strategic Responsibilities: Flexibility to take on both strategic and operational roles as needed. Experience in developing and reviewing policies and strategies but also in delivering and managing on-the-ground programs and services. • Stakeholder Engagement: Excellent skills in engaging with a wide range of stakeholders, including community groups, government bodies, and service providers. Ability to build and maintain effective partnerships and collaborations. • Initiate and lead significant and strategic projects and programs which impact on Council's goals and objectives.

	<ul style="list-style-type: none"> • Undertake research and review of key issues facing the City in the planning, development, implementation and evaluation of social policy, social infrastructure, strategy and projects to inform or initiate consideration of new social policy or strategy initiatives and enable integration and coordination of social agendas within Council. • Provide high level analysis, advice, reports and comment on significant issues and developments relevant to social agendas and community service provision across the City. • Develop, coordinate and manage the implementation of a range of Social Policy and Community Planning initiatives. Prepare consultants briefs and ensure that the work undertaken by consultants is produced in a satisfactory and timely manner, within budget. • Research and develop advocacy documentation to respond to social issues and support the implementation of Council's City Plan and strategic directions. • Formulate and recommend appropriate strategic planning responses including preparation of plans, reports, briefs, submissions, policy, and discussion papers. • Provide leadership in relation to social planning and community need.
WHS RESPONSIBILITIES:	<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:	<ul style="list-style-type: none"> • Demonstrated ability to undertake, lead and synthesise research and consultation, assess and interpret information in order to prepare comprehensive strategic plans, reports and submissions on key issues, and formulate recommendations, specialist advice and narrative to enable Council to achieve quality outcomes.

	<ul style="list-style-type: none"> • Demonstrated ability to build strong, credible and constructive relationships with staff and stakeholders and influence, persuade or negotiate outcomes that add value to Council and the community. • High level written and verbal communication, facilitation and presentation skills. • Sound professional and political acumen. • High level of conceptual, innovative and strategic thinking with attention to detail to guide and assist informed decision making. • Sound knowledge and extensive experience in social research, policy development, demographic and trend analysis to support the development of significant and strategic projects and social planning. • Tertiary qualifications and substantial experience in a relevant Social Science or Planning field. • Excellent understanding of the long term goals and strategic priorities of Council. • Substantial experience in the provision of specialist social policy advice in a complex and multi-disciplinary environment. • Leadership and management in social planning and community development (across a team, enterprise and within the community).
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Good knowledge and significant experience of the Local Government sector. • Extensive knowledge of the major social issues, policy, programming and roles facing Government, communities and non-Government sector. • Good knowledge of the workings of Federal, State and Local Governments. • Comprehensive knowledge of Council policies and procedures. • Sound knowledge of other legislation which influences planning at a local level.
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 Child Protection. • As an Authorised officer, fulfil all requirements set out in the following Legislation: <ul style="list-style-type: none"> - 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 financial limits.

AGREEMENT:		
POSITION INCUMBANT NAME:	SIGNATURE:	DATE: