



BYRON SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: **Manager Social & Cultural Planning**

REPORTS TO: Director Corporate & Community Services

DIRECTORATE: Corporate & Community Services

BRANCH: Social and Cultural Planning

CLASSIFICATION: Manager Grade A

- AREA OF OPERATIONS:**
- Access and Inclusion
 - Indigenous Projects
 - Children’s Services*
 - Library Services
 - Disaster Recovery & Community Resilience
 - Homelessness
 - Public Art
 - Community Safety
 - Community Projects and Activities
 - Property

- CONTACTS:**
- | | |
|--|---|
| <p>Internal</p> <p>Councillors and Mayor
General Management and staff at all levels</p> | <p>External</p> <p>Community
Consultants
Contractors
Government Departments and agencies
Community Organisations</p> |
|--|---|

Note *Children’s Services is moving to a cooperative model

POSITION OBJECTIVE:

To manage and oversee the efficient and effective provision of services in this area of operations in accordance with Council’s Community Strategic Plan, Delivery Program/s and Operational Plan/s.

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

ORGANISATION VALUES

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM
AND PURPOSE



WE ARE OPEN, HONEST AND
RESPECTFUL



WE FOSTER WELLBEING
AND CREATIVITY



WE ACHIEVE OUR GOALS AND
SUCCEED TOGETHER

OVERALL RESPONSIBILITIES:

- Balance evidence-based practice alongside a culture that enables innovation, and draws on the collective knowledge and skills of teams
- Establish and maintain productive relationships built on principles of collaboration with regional bodies, local stakeholders, traditional owners and community organisations to create opportunities for partnership and achieve mutually beneficial outcomes for Council and the community
- Take the lead in Disaster Recovery operations in liaison with state agencies and deliver Council's Disaster Resilience program to enhance community resilience
- Actively model collaboration throughout all levels of the organisation, developing and maintaining positive work relations, based on the principles of affiliation and authenticity and a collegiate approach to problem-solving
- Provide strategic insight and advice to the Director on matters relating to services in this area of operations and other areas of expertise
- Provide strategic direction, expert advice and leadership to the Department to achieve a high-level of customer and community service
- Plan and manage all activities required to accomplish the Department's programs and policies (including co-design contract management and development of evaluation frameworks) to the highest standards with optimum financial performance to achieve both the objectives of Council and the aspirations of the community.

ORGANISATIONAL DEVELOPMENT:

Contribute to a culture of continuous improvement, effective and enjoyable work practices and relationships.

WORK HEALTH & SAFETY OBLIGATIONS:

Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's workplace operational health, safety and environmental management policies, protocols, procedures and practices.






QUALIFICATIONS:

Relevant tertiary qualification in social sciences, community services or related field.

CAPABILITIES FOR THE ROLE:

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Adept
	Technology and Information	Adept
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Advanced	<ul style="list-style-type: none"> • Is flexible and readily adjusts own style and approach to suit the situation • Adjusts tactics or priorities in response to changes in the organisational environment • Gives frank, honest advice, even in the face of strong, contrary views • Accepts criticism of own ideas and responds in a thoughtful and considered way • Welcomes challenges and persists in raising and working through difficult issues • Shows composure and decisiveness in dealing with difficult and controversial issues
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> • Builds and maintains professional relationships inside and outside the organisation • Makes a strong personal impression and influences others with a fair and considered approach • Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise • Identifies key stakeholders and tests their level of support in advance of negotiations • Uses humour appropriately to enhance professional relationships and interactions • Pre-empts and minimises conflict by working towards mutually beneficial outcomes
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Is able to draw on wide-ranging interests and experiences when facing new challenges • Thinks broadly about the root of problems before focusing in on the problem definition and solutions • Is able to discuss issues from different angles and project impacts into the future • Considers the broader context when critically analysing information and weighing recommendations • Involves diverse perspectives in testing thinking and solutions

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Finance	Advanced	<ul style="list-style-type: none"> • Ensures the design/delivery of services is within budget • Explains the organisation’s financial drivers to others in plain language • Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services • Models the highest standards of financial probity, demonstrating respect for public monies and other resources • Promotes the role of sound financial management and its impact on long term financial sustainability • Seeks and applies specialist financial advice to inform decisions
Workforce Leadership Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> • Translates organisational vision and strategy into operational goals to help staff understand their own contribution • Builds a shared sense of purpose through involving people in defining priorities and cascading goals • Regularly communicates progress against business unit and organisational goals • Creates opportunities for recognising and celebrating high performance at the individual and team level

PRESENT OCCUPANT: _____

SIGNATURE: _____

SUPERVISOR: Director Corporate & Community Services

SIGNATURE: _____