

## Position Description

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| <b>Position title:</b> | <b>Community Planning and Development Manager</b>            |
| <b>Directorate:</b>    | Strategy & Engagement  |
| <b>Service Unit:</b>   | Community, Strategy and Innovation                           |
| <b>Reports to:</b>     | Manager Community, Strategy and Innovation                   |
| <b>Direct reports:</b> | Up to 6 direct reports                                       |
| <b>Salary point:</b>   | 18   |
| <b>Work location:</b>  | City Administration Centre, 12 Stewart Avenue, Newcastle CBD |
| <b>Date revised:</b>   | January 2020   |

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Community, Strategy and Innovation?

The Community, Strategy and Innovation (CSI) unit provides internal services to enable plans, activities and services to be developed, monitored, delivered and reported. CSI also works externally across other levels of government promoting Newcastle, advocating for our community, driving innovation, economic opportunities and furthering wellbeing.

CSI prepares strategy for Newcastle people, business and environment, has impact in the city by leveraging technology, supporting business, start-ups and creatives and works at a community level to reduce inequality, promote inclusion and support cultural expression.

Our vision is to deliver on the Newcastle 2030 Community Strategic Plan and CN's adopted Delivery Program and Operational Plan through:

- Corporate strategy and analytics for the organisation;
- Economic development across the Greater Newcastle Metropolitan area, promoting investment, viable business conditions and jobs growth;
- Innovation to improve our Newcastle lifestyle and attract investment and jobs;

- Development of government and key stakeholder relations, collaborations and partnerships to promote Newcastle;
- Social planning and community development, including advocacy for and on behalf of our community to resolve local issues and
- Sustainability and mitigation strategies for energy innovation, efficiency and emission reductions.

### **What's the focus of this position?**

The Community Planning and Development Manager will be responsible for the coordination and development of appropriate Community work plans that meet identified community needs, contribute to economic prosperity and improve social outcomes for the community.

Key challenges of this role will be the development and implementation of a Social Infrastructure Strategy and Social Wellbeing Strategy aimed at investing in, promoting and delivering community development outcomes for Newcastle.

### **What you'll be doing:**

- Develop and deliver an annual work program to meet agreed budget, time and quality objectives.
- Provide positive leadership with a focus on motivating employees to enable the successful planning and implementation of quality advice, programs and services.
- Build the team's technical knowledge and professional and personal skills, to deliver agreed outcomes whilst coordinating, monitor and prioritise workloads so that all work is delivered in an effective and efficient manner within agreed timeframes and budgets.
- Develop policies, plans and strategies ensuring efficient and effective transition of these documents to operational plans and service delivery.
- Provide expert advice and lead integrated and coordinated responses to relevant issues across the organisation.
- Work in partnership with external stakeholders; local businesses, government and community-based organisations; to provide programs that improve the standard of living and quality of life for residents and visitors to the region.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

### **The essentials you'll need:**

- Bachelor's degree in Social Science, Community Development or related field OR demonstrated solid contemporary experience in coordinating the development and delivery of community and cultural programs, combined with ongoing professional development.
- Working with Children Check.



- Extensive experience in developing and implementing community development strategies, policies and programs with proven knowledge of community development principles and practices with an understanding of community services in the Newcastle region.
- Demonstrated experience leading a team of professionals to develop and deliver quality projects and programs.
- Experience in the formulation, coordination and management of complex projects and multidisciplinary work teams.
- Demonstrated experience in meeting quality and budgetary targets.
- Well-developed performance improvement and consultation skills.
- Demonstrated leadership behaviours, including active communication with a team in regard to performance, business strategy, diversity, coaching and mentoring and change management.
- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that are of benefit or add value, to all or part of the organisation.

**Other valuable skills you may have:**

- Understanding of community and urban planning concepts and Integrated Planning and Reporting Framework.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

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| <b>Employee Name:</b>      |  |
| <b>Employee Signature:</b> |  |
| <b>Date:</b>               |  |