



## Position Specification

Position Title:	Social Policy and Planning Coordinator
Unit:	Community & Culture
Reports To:	Manager Community & Culture
Accountable To:	Manager Community & Culture
Position Grade:	Grade 11

Prepared By:	Manager Community & Culture
Approved By:	Group Manager Community Life
Employees Signature:	

### BUDGET

<b>Direct</b>	
Operating Expenditure:	\$118 500
Capital Expenditure:	Nil
<b>Indirect</b>	
Operating Expenditure:	
Capital Expenditure:	
Delegated Purchasing and Payment Limit	
<b>Staffing</b>	
No. of Staff (Direct Reports)	3
No. of Staff Monitoring (Indirect Reports)	Nil

### PRIMARY OBJECTIVES

- Within a framework of community consultation with local residents, government and non government agencies and sections of Council, research and identify the social needs in Ryde to develop and facilitate a Social Plan that meets mandatory statutory requirements.
- To develop social policies, objectives, initiatives, projects and identify funding and sponsorship opportunities for their implementation.
- To develop policy and programs which progress access and equity initiatives.
- To work constructively with local residents, community groups and organisations to develop strategies which best meet identified needs.
- Provide specialist advice to Council on social issues, changes to government policy and initiatives, demographic data and social impacts to ensure high standards in community development and service delivery.
- To investigate the development and use of community facilities and amenities

- To act as a catalyst in the development of appropriate partnerships between Council, government and non-government organisations to improve service delivery.
- Ensuring all of Council's OH&S policies and procedures are enforced.
- Ensuring compliance with relevant legislation.

## **KEY ACCOUNTABILITIES**

- Undertake social planning activities that are responsive to community social needs and address access and equity issues as specified in the Management Plan.
- Provide resources and support to the community groups to enhance their capability for addressing the needs of the target groups.
- Participate, strengthen and extend local and regional community services networks, in consultation with the Manager Community Services.
- Participate in and provide a social planning perspective to cross- functional Council planning teams.
- Identify and monitor Federal and State government policies, social trends and issues.
- Provide community development support for Council, community and individual stakeholders.
- Investigate and develop opportunities for additional funding and the development of income streams to support community development in the city.
- Assist and resource the annual City of Ryde Community Grants program.
- Investigate and assess the needs of local residents through research, consultation, and analysis of relevant data.
- Facilitate and support the social planning process.
- Advocate on issues affecting the local population through networks, participation in consultations, forums, etc
- Provide data, information and advice to Councillors and staff as requested.
- Develop and implement effective policies, procedures and practices to progress community development, social planning and service delivery to improve the quality of services provided.
- Manage allocated budgets, supervise and coordinate staff in the delivery of community activities and events.

## **OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES**

You are required to perform your duties in accordance with this Position Specification, City of Ryde policies procedures and instructions and work method statements where appropriate.

You are also responsible for the following:

### **Occupational Health & Safety**

- reporting all injuries/illnesses, incidents, hazards, potential hazards, near misses and damage to City of Ryde property to your Team Leader;
- performing your duties in a safe manner so as not to put yourself or others at risk of harm;
- actively participating in OHS training when required;
- wearing Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- taking care of any plant or equipment that they use;

### **Injury Management**

- If injured at work, cooperating and participating with any injury management program and return-to-work plans (if applicable);

- If injured at work, complying with obligations imposed under the injury management and return-to-work plans (if applicable);

### **Risk Management**

- Maintaining all tickets, licences, operative training etc required for the job either by legislation or through City of Ryde policies and procedures and advise Team Leaders of any change to these;
- participating in workplace inspections if required;
- participating in risk assessments with their Team Leader when required.

## **EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES**

### **As a staff member**

You have the **right** to:

- a workplace that is free from unlawful discrimination and harassment;
- fair practices and behaviour in your workplace;
- competitive merit-based selection processes for recruitment or promotion;
- training and development that enables you to be productive in your work and to pursue a career path;
- equal access to benefits and conditions; and
- fair processes to deal with work related complaints and grievance.

You have the **responsibility** to:

- work to the best of your ability and provide quality service to customers;
- recognise the skills and talent of other staff members;
- act to prevent harassment and discrimination against others in your workplace;
- respect differences among your colleagues and customers such as cultural and social diversity;
- treat people fairly (don't discriminate against or harass them); and
- work in keeping with the City of Ryde's EEO Management Plan and other EEO Policies.

## **SELECTION CRITERIA**

### **Essential**

- Tertiary qualifications in Social Work, Social Sciences, Community Development or equivalent
- Comprehensive experience in social planning and policy analysis
- Demonstrated experience in conducting consultation & social research and data analysis
- Demonstrated experience in community development work
- Excellent written and verbal communication skills
- Demonstrated experience in monitoring and evaluating community projects
- Demonstrated experience in managing staff
- Demonstrated commitment to OHS and EEO principles and practices
- Class C Driver's licence.

### **Desirable**

- Previous local government experience and knowledge of community services relating to target groups in Ryde/Hunters Hill and/or the Northern Sydney region.
- Post-graduate qualifications in Social Science or related discipline