

POSITION DESCRIPTION

Coordinator Community Infrastructure Planning and Activation

Position number	CM11	
Directorate	Community Strengthening	
Service unit	Community Development and Activation	
Classification	Band 8 (Moorabool Shire Council Enterprise Agreement No 10, 2023)	
Organisational relationships	Reports to	Manager Community Development and Activation
	Directly supervises	Senior Community Infrastructure Planner, Community Recreation and Leisure Team Leader, Project Officer – Community Activation
	Internal relationships	<i>All Council staff, Committees of Council</i>
	External relationships	<i>Other Councils, State/Federal Government Departments, State Government Departments, Contractors, Event Organisers and Performers, Interface Council Group, Committees of Management, Business Groups, Service Organisations, Local Leisure Centre Operators and Contractors, Community Groups, Sporting Clubs and Associations, Residents and the General Public</i>
Probation period	6 months (applies to all new employees)	
Approved by (position title)	General Manager Community Strengthening	
Date	February 2025	
Position purpose	<p>This role will lead and develop the Community Infrastructure Planning & Activation team to deliver community infrastructure and recreation strategies and program initiatives with a strategic focus on future growth and participation from community groups, sporting clubs and the like.</p> <p>The Coordinator Community Infrastructure Planning & Activation will provide advice on the development of policies, procedures, service levels</p>	

and standards concerning recreation planning and development within a community capacity building context.

This position provides support to relevant community/sporting clubs, groups and committees through community development and recreation planning projects and undertaking detailed service mapping and gap analysis initiatives that identify solutions for future community needs.

Key responsibilities and duties

- Coordinate the development of community profiles to create an understanding of our existing community needs and support planning for our future growth areas.
- Develop, review, and communicate data modelling for projecting future community infrastructure and community service needs.
- Coordinate community infrastructure planning through the review and development of the Community Infrastructure Framework to identify timely and equitable provision of infrastructure and related services based on community need.
- Lead community service mapping to identify community trends and needs, undertaking gap analysis and future proofing identification to support community needs.
- Ensure community facilities and service provision are fit for purpose and meet community needs.
- Facilitate and promote organisational understanding of social and community issues by preparing, disseminating, and presenting relevant information, data, and statistics.
- Support and guide the development of the community facility, sport and active recreation and community facilities pipeline in collaboration with other Council departments to effectively plan for budgets, funding and project delivery.
- Function as the key Council contact on recreation master plans and the recreation pipeline with the support of the Recreation team and Manager Community Development and Activation
- Lead partnerships with SRV and other relevant agencies to coordinate existing projects & future funding.
- Oversee contracts for consultancies as well as for the externally operated leisure facilities including any future indoor aquatic and recreation facilities.
- Undertake detailed engagement and consultation for planning of major recreation projects in partnership with clubs, associations, State Government.
- Establish and maintain positive, co-operative, and effective partnerships with relevant sport, recreation, community and government organisations and internal Council teams.
- Provide specialist recreation planning, strategy and policy advice and analysis across diverse projects and programs.
- Provide highly skilled community engagement and leadership through the delivery of recreation project design and delivery.
- Guide and support the implementation of the Recreation and Leisure Strategy and provide advice around sport and recreation topics across the department and organisation.
- Maintain currency with current legislative and regulatory requirements, standards and policies and procedures. Undertake effective, accurate and timely research to ensure the organisation is addressing current trends.

Support

- Formally plan, monitor and assess staff performance aimed at developing each team member and to ensure the achievement of performance objectives.
- Develop a data driven team approach to support clear decision making.

- Supervision of employees engaged to support the teams' deliverables.
- Supervision of contractors engaged to support the delivery of functions on behalf of the team.
- Encourage a strong emphasis on participatory consultation and community decision making.
- Represent Council as a key recreation liaison and interface role with community groups and industry groups.
- Participate in organisation-wide project teams where community planning plays a key role.
- Support, provide advice and general information to internal project control groups and working groups.
- Work with stakeholders to identify changing needs for local sporting and recreation groups.
- Develop a data management framework to support community services and needs objectives.
- Development of strong connections to community and internal departments where strategic relationships exist.

Work within a portfolio driven framework

- Identify new and recurrent funding opportunities for strengthening participation and activation opportunities.
- Sound knowledge and understanding of Council and State strategies, plans and frameworks to identify recreation opportunities and trends. Reporting on strategic opportunities to Executive and Council as required.
- Support and guide development of community service framework, sport, recreation and leisure strategies and frameworks.
- Support and guide development of community profiles for the Shire as well as area specific needs.
- Identification and development of policy options community and sport facility focus areas for consideration.
- Coordinate the implementation of sport, recreation and leisure programs and initiatives in line with business planning and strategic framework.
- Provide support and advice to support advocacy regarding community services and programs and infrastructure advocacy projects that align with Council direction.
- Represent Council on appropriate committees and networks as required.
- Drive innovation, change and opportunities for best practice.
- Develop and support community recreation initiatives to increase community participation to improve health and wellbeing.
- Prepare, monitor and evaluate recreation budgets including service unit budgets, project proposal budgets, and budgets for the capital improvement program.
- Provide reports to Council and senior staff as needed on policy, planning, budget and operational issues related to this position.
- Identify and include measures to ensure risk management and mitigation is considered in recreation planning and projects.

Customer service and relationships

- Ensure that Council's objective of customer service excellence is reflected in day to day operations by providing responsive, timely and high quality follow-up to enquiries, service requests and complaints from all customers.
- Establish working relationships that support a collaborative working environment.
- Fosters and builds relationships at all levels throughout the organisation.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Always
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Always
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Always
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Always

Classification definitions

<p>Accountability and extent of authority</p>	<ul style="list-style-type: none"> • This position will provide specialist advice with the freedom to act being governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. • Decisions and actions taken at this level may have a substantial effect on community and council, reliable guidance and part justification for adopting policies. • Positively represent Council and advocate on behalf of the Organisation, and enhance and maintain confidence in local government.
<p>Judgement and decision making</p>	<ul style="list-style-type: none"> • This position involves problem solving and policy development. Methods, procedures and processes are less well-defined and decisions will generally be made after identification and analysis of an unspecified range of options. • Identify and develop policy options in functional areas for consideration and choice by the Manager or Employer. • The problem-solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation. Apply understanding of the political, social and legal environment and organisational context of Council to decisions and actions.
<p>Specialist skills and knowledge</p>	<ul style="list-style-type: none"> • Proficiency in the application of a theoretical discipline in the search for solutions to new problems and opportunities which may be outside the specialisation. • Experience in recreation planning and service delivery within a Council setting, along with a demonstrated knowledge of community development practices. • Understanding of long-term challenges and directions in relation to recreation issues and associated wider policies and strategies • An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates. • Knowledge of and familiarity with responsibility for area budget is required.
<p>Management skills</p>	<ul style="list-style-type: none"> • Ability to forecast and plan for future needs and initiate, lead and manage change. • Ability to manage projects and resources to meet deadlines and budgets. • Ability to both formally and informally provide leadership and technical guidance to a team to assist in their professional development and the delivery of the team's objectives. • Supervision of tertiary qualified employees or employees with extensive experience is required. Management skills are required to achieve

	objectives and goals, taking account of organisational and external constraints and opportunities.
Interpersonal skills	<ul style="list-style-type: none"> • Ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. • Highly developed leadership skills and capability to effectively lead, motivate and develop direct reports to meet their own performance objectives and those of the department.

Qualifications, skills and experience

Qualifications

Relevant tertiary qualifications and/or experience in the sport, recreation and leisure industry with experience in master planning and/or precinct and project planning. Post graduate tertiary qualification preferred

Skills and experience

- 5 years + experience in working in collaboration for the delivery of capital works/major recreation projects.
- Well developed leadership and coaching skills
- Demonstrated experience in developing a range of specialist strategies and policies in the community, recreation planning and development fields.
- Demonstrated experience in developing and leading positive external relationships and negotiations to achieve organisational outcomes
- Demonstrated ability to compile, collate, analyse and interpret data to identify solutions to issues and prepare options for related projects.
- Excellent written and oral communication skills, to enable preparation of reports and documentation of strategy, procedures and presentation of ideas

Licences and registrations

- A current Victorian Driver's Licence.
- A current Working with Children check (employment type).

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg				✓
Manual handling – above 5 kg below 10 kg				✓
Working with arms above head				✓
Manual handling – lifting above shoulder				✓

Repetitive bending/twisting				✓
Using vibrating / powered hand tools				✓
Close inspection work	✓			
Working in dusty / slippery / wet conditions				✓
Wearing safety shoes/boots (steel cap)				✓
Wearing hearing / eye protection				✓
Using chemicals				✓
Repetitive hand washing / cleaning				✓
Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)				✓
Working in cold (under 5 C)				✓
Driving vehicles	✓			
Operating plant				✓
Using a keyboard	✓			
Writing by hand	✓			
Transcribing from hard copy			✓	
Audio transcription			✓	
Handling difficult customers onsite		✓		
Handling difficult customers offsite		✓		
Making decisions that impact on other employees (disciplinary / restructure / investigation)				✓
Other _____				✓

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.