

Position Description

Position Title:	Community Early Years Infrastructure Strategic Planner
Department:	Community Wellbeing
Directorate:	Community Services
Classification:	Band 7
Date:	January 2022
Reports to:	Coordinator Children's Services
Supervises:	Nil
Internal Liaison:	All Council departments
External Liaison:	<ul style="list-style-type: none"> • Children's Services groups and organisations • Other Professionals • Government Departments • Local, Regional and State Professional Network

1. Position Objectives

The primary objectives of the position are to:

- To deliver excellent outcomes for Council through the identification, evaluation, application and delivery of early years projects that increase community, social and economic benefit for Greater Dandenong in line with the strategic priorities of Council.
- To identify and enhance community early year's infrastructure projects to ensure effective utilisation and growth of Community facilities for kindergarten [provision across the City of Greater Dandenong.

2. Key Responsibility Areas / Position Specific Responsibilities **Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

Main areas of responsibilities will include but are not limited to:

Strategic Planning

- Development of in-house strategies, feasibility studies and plans (involving research, consultation, analysis, and development) including but not limited to:
 - Council's Municipal Early Years Infrastructure Plan.
 - Community Hub planning.

Project Management

Research / review / re-design of kindergarten and childcare facilities and propose necessary negotiations with stakeholders / funding bodies to ensure compliance with agreements through:

- Undertaking future feasibility / financial analysis.
- Reviewing / assessing concept plans and detailed designs for purpose suitability.
- Chairing Project Committees as required.

Project Support

- To Early Years Community Facilities projects,
- Liaise with the relevant Manager / Director to provide ongoing support to established projects,

Source External Funding

- Research and source funding from a wide range of external sources
- Prepare draft applications / proposals for consideration by Council.
- Undertake Reporting and Acquittal of Grant Funding obtained throughout the life cycle of funding agreements.

Other

- Presentations to the Executive Management Team (EMT) and Councillor Briefing Sessions (CBS) as required.
- Attend relevant network meetings as required.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- Carrying out research activities towards the development of Project Planning proposals, managing ongoing processes for established facilities and projects along with other related tasks as required.
- Where managing resources the freedom to act is 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 significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- Where providing specialist advice to or regulating clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made, or advice given may have a substantial impact on individual clients or classes of clients.
- Where developing Project Planning proposals, the work may be of an investigative, analytical, or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of this position can have a significant effect on the proposals which are developed.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- This position is essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from Project Planning theory or precedent, relevant to ongoing development and management of Council community early years infrastructure. The problem-solving process comes from the application of these established techniques to new situations.
- Where developing Project Planning proposals the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Independently:

- Exercise professional judgment in undertaking research and development activities as well as ongoing responsibilities for the management of established projects.
- Provide professional advice to the Director, senior managers and coordinators of the Community Services Directorate and other stakeholders in relation to all aspects of Project Planning proposals as required.

With Input from the Director Community Services:

- Finalisation of all Project Planning documentation and/or relating recommendations / presentations to EMT and/or Council.
- Significant decisions regarding ongoing management of established projects.

Identifies and Recommends to the Director Community Services:

- Future Project Planning proposals and options for ongoing management of established projects.

Guidance:

- Works under broad direction from the Coordinator Children's Services, Manager Community Wellbeing and Director Community Services.
- Guidance is not always available within the organisation and must be consistent with the goals of the Community Services Directorate and Council Plan.

5. Specialist Skills and Knowledge

The essential position requirements include:

- This position requires proficiency in the application of theoretical or scientific disciplines in the search for solutions to new problems and opportunities.
- Where responsible for developing Project Planning proposals, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required of the long-term goals of the Council and of its values and aspirations and of the legal and political context in which it operates.
- This position requires knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures to develop Project Planning proposals and ongoing management of established projects.

6. Management and Interpersonal skills

The essential position requirements include:

- Skills in managing time, setting priorities and planning and organising own work and where appropriate that of other employees so as to achieve specific and set objectives of the Community Directorate in relation to early years' facilities in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- The ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Demonstrated ability to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.
- Excellent oral / written communication and advocacy skills to communicate Project Planning / Management matters as well as to articulate the need for changes to proposed or established projects.

7. Qualifications and Experience (Key Selection Criteria)


Selection of the most suitable applicant will be based on the following:

- Relevant tertiary qualifications along with significant subsequent relevant experience, including:
 - Demonstrated experience in developing cost effective planning proposals for major early years projects, including obtaining external funding from a wide range of sources; and
 - Demonstrated ability supporting / mentoring committees and Council managers / officers to manage the development and ongoing coordination of new and ongoing Community Services Early Years facilities projects.
 - Extensive experience in strategic infrastructure and social planning
- Demonstrated excellent problem-solving skills.
- Demonstrated ability to communicate clearly and concisely both orally and in writing and provide advice / influence people across all levels of a large organisation.
- A current (and ongoing) valid Victorian Drivers Licence supplied prior to offer of employment and commencement.


Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

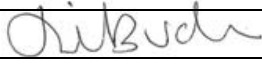
Prepared by:

Name:	Jacqueline Gray	Signature:	
Date:	January 2022		

Manager:

Name:	Marcus Forster	Signature:	
Date:	January 2022		

Director:

Name:	Tilla Buden	Signature:	
Date:	January 2022		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical / Cognitive Requirements of the position

Date of last review: January 2022

Authorised by Jackie Gray, Coordinator Children's Services

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by:

Signature

Date __/__/__

Cognitive Demand	Yes	No
Regular communication with team/work mates	✓	
Regular communication with others	✓	
Verbal instruction and supervision of others		✓
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

Position Description

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt, and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures, and guidelines.
- In accordance with the responsibilities of your role, positively support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge, and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.