

POSITION DESCRIPTION

POSITION TITLE:	Planning and Projects Officer
DIVISION:	City Services and Living
DEPARTMENT:	City Lifestyle
SECTION:	Community Facilities
CLASSIFICATION:	Band 6

POSITION OBJECTIVES:

To provide project and operational planning support to the Community Facilities Unit, facilitating the effective, timely and integrated achievement of Department projects, priorities, and outcomes.

KEY RESPONSIBILITIES AND DUTIES:

Project Support and Coordination:

- Contribute to the development and implementation of key strategic projects for the Community Facilities Unit, including strategies, policies, programs, projects and events, to support the achievement of identified Department and/or team objectives.
- Develop business case proposals to support the Community Facilities capital works program budget.
- Coordinate and manage designated capital works projects in collaboration with Infrastructure Delivery, the Project Management Office and Facility Leaders.
- Support stakeholder engagement and consultation processes related to facility planning and service delivery.
- Coordinate the City Lifestyle Department and Community Facilities Unit, quarterly reporting.
- Monitor project timelines, budgets, and deliverables to ensure successful implementation.

Stakeholder Support:

- Build collaborative and respected relationships with internal and external stakeholders to advance strategic priorities and resolve complex issues.
- Represent the Community Facilities Unit in cross business projects and cross functional teams and various internal and external forums as required.

Policy and Planning:

- Review and update unit policies, including the Community Facility Access and Use Policy and associated documentation.
- Contribute to the review and update of key unit guidelines, including the Bookable Business Rules.
- Work with Organisational Performance and Strategy to plan, develop and implement an annual needs survey for Community Facilities.
- Facilitate the annual review and update of Operational Plans for all Community Facilities.
- Assist with Council and Business Plan reporting requirements relevant to the Community Facilities Unit.

Promotion and Marketing:

- Supervise the Promotions and Marketing Officer, providing guidance, support, and performance oversight.
- Collaborate with Strategic Communications and Team/Community Facility Leaders to deliver targeted, strategic marketing campaigns to promote the Community Facilities Unit assets and increase visibility, bookings and utilisation rates.
- In collaboration with Strategic Communications and Team/Facility Leaders, monitor and evaluate the effectiveness of promotional activities and adjust strategies as needed to improve reach and impact.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator Community Facilities
Supervises:	Promotions and Marketing Officer
Internal Contacts:	All levels of staff and management at Council, in all service areas as required relevant to the position
External Contacts:	Key community stakeholders, community groups and organisations, consultants, other local Councils, State and Federal Government departments, other funding bodies and local, regional and state-wide networks

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	We're better, every day We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.
	We're in it together At Hume, everyone matters. We welcome and include all. Respect and safety are expected.
	We show up We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.
	All for Hume We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

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WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return-to-Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	☒ YES ☐ NO
PRE-EMPLOYMENT MEDICAL CHECK - The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) - The incumbent must undergo a Pre-Employment Audio Test	☐ YES ☒ NO ☐ YES ☒ NO
PSYCHOMETRIC ASSESSMENT The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	☐ YES ☒ NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives. •
- Make operational decisions within the scope of work allocated. •
- Accountability for the quality, accuracy and effectiveness of work produced. •
- Freedom to act in accordance with legislative requirements and organisational policies and processes. •
- Freedom to act set by clear objectives and/or budgets, frequent consultation with senior staff and a regular reporting mechanism to ensure adherence to plans.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Operating in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Exercising judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees. •
- May involve problem solving using guidelines, professional/technical knowledge or experience; problems may be complex and solutions not related to previously encountered situations and require some creativity and originality. •
- Guidance and advice usually available within timeframe to make a choice.

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SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Experience in community services and project planning, design and / or delivery. •
- Demonstrated proficiency in quantitative and qualitative research methodologies, including needs analysis and community engagement practices. •
- Ability to plan, implement, and evaluate marketing and promotional strategies within a community or public sector context, with a focus on increasing engagement and utilisation of services or facilities (Desirable).
- Experience and understanding of community development practices and supporting and developing relationships with non-government sector service providers. •
- Experience in advancing work programs and ensuring adherence to key timelines, including proven project management skills.
- Demonstrated high level of attention to detail.
- Proven skill and ability to use a range of computer software programs including Microsoft Office and other relevant software.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision. •
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees. •
- Ability to supervise staff, including providing guidance, performance management, and professional development support.
- Contribute to a collaborative and innovative values-based culture. •

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required. •
- Proven ability to build and maintain productive and respectful relationships and partnerships. •
- Ability to work effectively as part of a team to deliver positive organisational outcomes.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.
- Represent the Community Facilities Unit in cross business projects and cross functional teams and various internal and external forums as required.
- Ability to liaise and collaborate across Council and with external stakeholders to exchange information, collaborate on projects, share resources.

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QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- An appropriate tertiary qualification in Social Planning, Community Facility Planning, or relevant experience working in a project or planning role related to Community Facilities or Services. •
- Ability to plan, implement, and evaluate marketing and promotional strategies within a community or public sector context, with a focus on increasing engagement and utilisation of services or facilities (Desirable).
- A track record of successfully working on projects or change initiatives.
- Experience in developing strong partnerships, relationships and buy in across a diverse organisation.
- Experience in service improvement, data research and evaluation. •
- Current Victorian Drivers Licence •

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TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	☐	☐	☐	☒
– below 10kgs	☐	☐	☐	☒
Manual handling frequency	☐	☐	☐	☒
Repetitive manual work	☐	☐	☐	☒
Repetitive bending/twisting	☐	☐	☐	☒
Repetitive kneeling/squatting	☐	☐	☐	☒
Working with arms above head	☐	☐	☐	☒
Lifting above shoulder height	☐	☐	☐	☒
Using hand tools – vibration/powered	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☐	☐	☒
Wearing hearing protection	☐	☐	☐	☒
Wearing eye protection	☐	☐	☐	☒
Wearing safety shoes/boots (steel cap) / gum boots	☐	☐	☐	☒
Wearing other relevant PPE	☐	☐	☐	☒
Working in dusty conditions	☐	☐	☐	☒
Working in wet/slippy conditions	☐	☐	☐	☒
Working with chemicals/solvents/detergents	☐	☐	☐	☒
Washing hands with soap (hygiene)	☐	☐	☒	☐
Working at heights	☐	☐	☐	☒
Working in confined spaces	☐	☐	☐	☒
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☐	☒	☐	☐
Working on a keyboard	☐	☒	☐	☐
Driving cars and/or trucks	☐	☐	☐	☒
Other (please specify)	☐	☐	☐	☐
Other special features (e.g. nature of chemicals, travelling requirements etc): XXXX				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

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AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. An appropriate qualification in Social Planning, Community Facility Planning, or relevant experience in a planning or project role related to Community Facilities or Services. •
2. Previous experience working in community services or project development and delivery relative to meeting community services or needs. •
3. Experience in developing and maintaining partnerships and building collaborative working relationships both within an organisation and externally.
4. Experience in supervising staff, including providing guidance, performance management, and professional development support.
5. Demonstrated ability to produce high standard oral and written communications including reports, presentations, and other correspondences. •
6. Ability to plan, implement, and evaluate marketing and promotional strategies within a community or public sector context, with a focus on increasing engagement and utilisation of services or facilities. (Desirable)