

<b>POSITION TITLE</b>	<i>Design + Community Development Lead</i>
<b>POSITION NUMBER</b>	<i>PN: 0004</i>
<b>LOCATION</b>	<i>Brisbane, with travel required around Australia</i>
<b>POSITION TYPE</b>	<i>Permanent or Permanent Part time</i>
<b>PERFORMANCE PLAN</b>	<i>Professional Contributor</i>
<b>BASE HOURS (FORTNIGHT)</b>	<i>This is a full-time position (76 hours per fortnight) with flexible working options available.</i>
<b>SALARY CLASSIFICATION RANGE</b>	<i>Annual Salary – part time pro rata equivalent Salary benchmarked to industry, and negotiable dependent on experience and performance + Employee bonuses</i>
<b>REPORTS TO</b>	<i>Director</i>



158 Hardgrave Road  
West End, QLD 4101  
+61 (0) 422 794 072

## **BACKGROUND**

Plan C has extended our practice offering in the past few years in response to client demand. Our service offering now extends beyond planning, strategy, community development and engagement to include design and development services to Aboriginal corporations and other client groups.

This enables the Plan C team to work with our clients from project inception to delivery, across the entire planning and development spectrum, ensuring sustainable, value-added outcomes are embedded in the development process.

Plan C is looking for a passionate and motivated individual who works well individually and within a small, dynamic team, working in some wildly wonderful places, with a variety of client groups spanning Aboriginal communities, land developers, mining and energy, tourism and governments.

The role works closely with the Director and seeks a passionate individual that will work across a variety of roles including stakeholder engagement, report and grant writing, facilitating community co-design and assisting in project feasibility, strategic planning and business studies along with general administration and other duties.

The role will require self-direction and strong project management capability: it would suit candidates from a variety of backgrounds and particularly those with a history in business or property development, project managers or registered architects looking to make a positive social impact through their career.

Find out more about our practice at [www.planc.com.au](http://www.planc.com.au)

## **PURPOSE OF THE POSITION**

**To lead Plan C's design and community development projects; to guide the delivery of community-lead infrastructure projects; to identify and monitor project deliverables; to coordinate stakeholder involvement; to empower clients and communities.**

**You will need to organise and conduct consultation, research and analysis, provide excellent plan making, report writing and project management to deliver a range of specific projects to a very high standard. You will need to supervise staff and collaborate and work in a range of projects individually and within a small professional team.**

## RESPONSIBILITIES

1	Engage with communities and key stakeholders with a high level of professionalism, compassion and sensitivity, maintaining a high standard of written and verbal communication at all times.
2	Assist in providing specialist design and development services derived from strategic and operational planning.
3	Manage and lead projects in community and property development, master planning, concept design and feasibility and development projects based on their development objectives and measures. Where necessary, engage and manage sub-consultants undertaking defined tasks for our clients in the delivery of project outcomes.
4	Supervise and review the quality of the work completed by the project team on a regular basis to ensure that it meets the project standards and provide operational support to the day-to-day management of the business.
5	Evaluate the outcomes of the projects and prepare any reports and supporting documentation for clients and key stakeholders.
6	Development of policy, procedures, frameworks, and use of software and systems to support Plan C's position as an Industry leader.
7	Provide a high level of leadership, interpersonal communication, influencing, and consultative skills.
8	Sustain our practice by bringing addition project work into Plan C with existing and new clients.

## ADDITIONAL FACTORS

<i>Comply with Plan C Code of Conduct</i>
<i>Protect, preserve and enhance Plan C's brand reputation</i>
<i>Observe all legal and safety obligations for the company</i>
<i>Undertake further training if necessary</i>

## MANDATORY QUALIFICATIONS

<ul style="list-style-type: none"><li>• <i>High standard of written and verbal communication</i></li><li>• <i>Relevant qualification in the Built Environment or comparable industry (e.g. Architecture, Design, Planning, Property Development or related disciplines)</i></li><li>• <i>Exceptional project management skills and experience</i></li><li>• <i>Consultation and facilitation skills and experience</i></li><li>• <i>Report and grant writing and budget preparation</i></li><li>• <i>Drivers licence and Blue Card</i></li></ul>
--

## HIGHLY DESIRABLE

<ul style="list-style-type: none"><li>• <i>Experience in Grants and/or Contract Administration</i></li><li>• <i>Experience in working with or establishing social enterprises</i></li><li>• <i>Business Planning, Development Management and/or Feasibility Assessment</i></li><li>• <i>Familiarity with Adobe Design Suite (InDesign)</i></li></ul>
--

## KEY SELECTION CRITERIA

1	<i>Design and Develop: assist our clients in the design and development process to create infrastructure that meet their aspirations, protect their interests, reduce risk to the corporation and provide community and commercial benefits.</i>
---	--

2	<i>Plan: Determine strategies to move towards set goals, create and implement action plans, and evaluate the process and results.</i>
3	<i>Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.</i>
4	<i>Lead: Positively influence others to achieve results that are in the best interest of the business and our clients.</i>
5	<i>Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organisational effectiveness.</i>
6	<i>Creativity/Innovation: Develop new and unique ways to improve operations of the organisation and to create new opportunities.</i>
7	<i>Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the business.</i>
8	<i>Ability to travel within Australia and work in remote locations), with a broad range of community groups, independently or as part of a team.</i>

## **WORKING AT PLAN C**

### **Team Approach:**

1. Work hard
2. Be awesome
3. Make the world a better place

### **Our Values:**

- **Excellence:** we are committed to excellence in all areas of how and what we do.
- **Passionate:** we engage in our work with passion and commitment. We are proud of what we do.
- **Respect for difference:** we respect the full diversity of cultures, ages, abilities, genders, sexualities and differences in individuals and communities. We actively work towards including diverse groups in our work for example, by researching and following appropriate protocols.
- **Community Owned Outcomes:** we acknowledge this is the key success factor for the work we do. We support community to reach their desired outcomes by providing professional and technical support to projects, and ensure our facilitation and engagement clearly articulates, and results in, a community agreed mandate for action.
- **Creative:** we are creative thinkers, dreamers and doers. We think outside the box. We are not afraid to explore.
- **Collaboration:** we believe in working in partnership with others. We build genuine relationships and innovative alliances across diverse sectors.
- **Challenging:** we believe in challenging ourselves and others, learning and continuously growing the quality of our work and our capacity to deliver creative and excellent outcomes.
- **Integrity:** we are committed to clear, honest and respectful communication within and outside of Plan C. Integrity in all our dealings is our most important asset and value.
- **Honest and Ethical:** we are honest and ethical in our dealings with clients and each other.
- **Efficient and Industrious:** we utilise available resources effectively including networks, budgets, skills and experience.