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<b>POSITION TITLE</b>	<i>Engagement + Community Development Specialist</i>
<b>POSITION NUMBER</b>	<i>PN: 0007</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>Minimum 45.6 hours per fortnight (3 days per week) to full-time (76 hours per fortnight) – negotiable</i>
<b>PAY SCALE TYPE</b>	<i>Contract Employee</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>Community and Urban Planning Lead, Director</i>

## **BACKGROUND**

Plan C has extended our practice offering in the past few years in response to client demand. Our service offering now includes planning, strategy, community development and engagement, business advisory, 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 planning and 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 and governments.

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

The role works closely with the Community and Urban Planning Lead and the Director and seeks a passionate individual with experience managing staff and exceptional project management skills.

## **PURPOSE OF THE POSITION**

***To Lead Plan C's community engagement and community development practice; to develop and deliver high-level community, strategic and self-determination plans with a range of clients and communities spanning Plan C's project sectors – Public and Civic, Traditional Owner Estates, Mining and Energy, Tourism and Land Development.***

***You will need to organise and conduct community engagement and community development, 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 collaborate and work in a range of projects individually and within a small professional team.***

## RESPONSIBILITIES

1	Manage and lead community engagement and community development programs in a range of settings. Develop communication and engagement plans, lead and undertake effective engagement with a range of stakeholders. Undertake technical analysis, report and draft high-quality plans that effectively communicate desired outcomes in a clear and succinct way.
2	Manage the delivery of engagement and community development projects, ensuring compliance on matters of quality, budget and program delivery to successfully complete projects on time and within budget.
3	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.
4	Evaluate the outcomes of the project and prepare any reports and supporting documentation for management and key stakeholders.
5	Development of policy, procedures, frameworks, and use of software and systems to support Plan C's position as an Industry leader.
6	Provide a high level of leadership, interpersonal communication, influencing, and consultative skills within the business and to collaborators and industry.
7	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>Degree in urban and or community planning, community development, urban design or landscape architecture</i></li><li>• <i>High level consultation and facilitation skills and experience</i></li><li>• <i>Project management 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>
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## HIGHLY DESIRABLE

<i>Qualification and/or experience in establishing/working within social enterprise, development, business planning, communications or other allied would be highly regarded.</i>
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## KEY SELECTION CRITERIA

1	<i>Consult and Develop: effectively plan for and execute community engagement and community development processes to assist our clients and communities to identify and realise their aspirations, protect their interests, reduce risk to clients and provide community and commercial benefits.</i>
2	<i>Plan: Determine strategies to move the organisation 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 (on occasion), 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.