

Position Description

Social Planner

July 2026

DETAILS

Team and Department	Community Development
Division	Community and Culture
Supervisor	Coordinator Social Planning
Direct Reports	NA
Grade	16
Delegation of Authority	NA
Budget Expenditure	No responsibility for managing expenditure
Procurement Expenditure Levels	\$0

PURPOSE

The Social Planner is responsible for engaging the community on the development of strategic documents that assist Council to meet community objectives. The role provides advice about local, cultural, economic, environmental and social standards based on data, public policy and behavioural trends that influence Council's broader planning, investment and decision-making processes. The Social Planning will work with internal stakeholders to effectively monitor the implementation and reporting of social plans throughout the planning cycle.

KEY ACCOUNTABILITIES

1. Facilitate the development, implementation, monitoring and review of Council's social policies, plans and strategies, including those relating to social inclusion, housing, community wellbeing and priority population groups
2. Prepare issue-based reports and briefing documents
3. Provide advice on the application of data and policy to Council's priority focus areas and community development programs
4. Provide general Social Planning advice on the domains of local cultural, economic, environmental and social standards
5. Apply appropriate social impact assessment and evaluation tools to determine the effectiveness of Council's activities, programs and plans
6. Keep up-to-date on social policy reform, data and behavioural trends that affect the local community
7. Administer panels and groups, such as Technical Expert Panels and Working Groups, to inform the development and review of social plans
8. Demonstrate a commitment to Council's values
9. Other responsibilities and tasks as determined by the Director Community and Culture and/or Manager Community Development and/or Coordinator Social Planning

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. Relevant tertiary qualifications in Social Sciences, Social Planning, Public Policy, Community Development, Town Planning (with a key focus on social planning) or a related discipline
2. Relevant experience in social planning, social policy, community development, strategic planning functions, including policy development, social impact, research and strategy implementation
3. Demonstrated significant research, analysis and policy development skills
4. Demonstrated experience preparing evidence-based studies, needs assessments and policy analysis, and developing strategies, action plans and policy frameworks that respond to identified community needs
5. Comprehensive understanding of the issues faced by communities experiencing vulnerability or hardship, the policy landscape and service challenges
6. Demonstrated understanding of contemporary social policy issues affecting local communities, including social inclusion, housing affordability, community wellbeing and needs of diverse population groups
7. Ability to align the organisation's strategic intent with relevant, tangible plans
8. Understanding the role of Local Government in community services planning and delivery
9. Demonstrated experience in community consultation and engagement, including highly developed interview and group facilitation skills
10. Experience in the preparation of high-level reports and presentations across a variety of community topics
11. Demonstrated ability to manage multiple projects and deadlines simultaneously

DESIRABLE

1. Knowledge of Randwick City population
2. Experience in Local Government organisations

CAPABILITIES FOR THE ROLE

Randwick City Council has adapted the NSW Local Government Capability Framework which describes the core knowledge, skills and abilities required (expressed as behaviours) and sets out clear expectations about performance in local government i.e., "how we do things around here". It builds on organisational values and creates a common sense of purpose for both elected members and all levels of our workforce. The NSW Local Government Capability Framework is available at [Capability Framework - Local Government NSW \(lgnsw.org.au\)](https://www.lgnsw.org.au/Capability-Framework-Local-Government-NSW)

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

RCC adapted NSW Local Government Capability Framework

Capability group	Capability Name	Level
 Personal Attributes	Manage Self	Adept
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Advanced

 Achieving Results	Deliver Results	Advanced
 Managing Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	YES
WHS General Construction Induction (White) card	NO
Good driving record or possession of a driving licence required	YES
Specify licence type:	C CLASS
Position required to make a disclosure of pecuniary interest	NO
Criminal History Check	YES
Record keeping responsibilities	YES

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct

All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety

All staff are required to adhere to Councils Workplace Health and Safety Policy.

Equal Employment Opportunity

All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.

Recordkeeping Responsibilities

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.