

GRADUATE, HOUSING POLICY, PROJECTS & RESEARCH

POSITION DESCRIPTION

Position Title:	Graduate, Housing Policy, Projects and Research
Responsible To:	Project Manager, City Housing (Adaptive Reuse)
Council Portfolio	City Shaping
Council Program:	Park Lands, Policy & Sustainability
Classification Level:	Salaried Level 3

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

Overview of Program

The Park Lands, Policy & Sustainability Program establishes clear and integrated policies and plans to shape a well-designed, planned and developed City, to protect and enhance our unique Park Lands, and support a welcoming and resilient community that demonstrates environmental leadership.

Key Relationships / Interactions

Internal	Employees across the Park Lands, Policy & Sustainability Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Industry Universities Consultants Contractors Stakeholders including the community

A unique team creating an extraordinary city



Primary Purpose

As part of the City Shaping Program the Graduate, Housing Policy, Projects and Research will learn and develop on the job, and through their development program while making a tangible contribution to their teams and CoA more broadly. They will support and assist in the delivery of strategic project and process outcomes.

Over the two-year Graduate Program, the Graduate will support the implementation of the City of Adelaide's Housing Strategy, City Plan, Heritage Strategy Adaptive Reuse City Housing Initiative and Code Amendment Program.

Responsibilities

The Graduate, Housing Policy, Projects and Research is responsible for;

- Supporting the development of policy, projects and resources for the program.
- Undertaking research into housing data and national and international approaches to improving housing supply and diversity.
- Assisting with the delivery of project outcomes and support for projects identified within Strategic planning documents, including the City of Adelaide Strategic Plan, Housing Strategy, City Plan, Heritage Strategy, Adaptive Reuse City Housing Initiative and Code Amendment Program.
- Supporting research projects with universities.
- Assisting with the delivery of reports, correspondence and materials for publication and presentation to effectively share relevant information.
- Providing administrative support during meetings, workshops, seminars and related forums.
- Assisting with the creation and editing of online public website content and internal SharePoint page maintenance
- Support with administering the City of Adelaide's grant programs.
- Participating in and contributing to all graduate program projects, training, and other undertakings.
- Taking an active approach to personal training and career development through and outside of the annual Performance & Development Conversations (PDC) process.

Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for;

- Complying with the City of Adelaide Employee Behavioural Standards.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

A unique team creating an extraordinary city



Position Criteria

Qualifications	A tertiary qualification in Urban Planning, Architecture or Geography completed in the last two years or expecting to be completed within the next six months.	Essential
People Management	Ability to work in an open, creative, and collaborative environment, with a broad range of stakeholders.	Essential
Financial Skills & Acumen	Ability to understand standard financial responsibilities in relation to the community engagement expenses associated with projects and programs	Desirable
Technical Knowledge & Experience	Understanding of project management methodology framework. Knowledge of the Planning and Design Code. Knowledge and use of GIS products (ESRI, ArcGIS)	Desirable
Project Management	Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines. Ability to take ownership and accountability for deliverables.	Essential
Innovation & Initiative	Ability to think conceptually and creatively and show initiative and self-discipline in daily tasks.	Essential
Resource Management & Decision Making	The ability and initiative to resolve conflicting work demands set and adjust priorities and recognise issues requiring resolution. Demonstrated levels of initiative, accountability, organisational and time management skills and ability to work in a team environment.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable advice on matters within area of responsibility. Demonstrated passion for the work that you do and the participation in sharing your successes with the team	Essential
Collaboration & Communication	Ability to work effectively in a multi-disciplinary team environment. The ability to build and maintain diverse relationships. Skilled in communication and being able to present effectively both orally and written.	Essential
Administrative Skills	Well-developed verbal and written skills to be able to construct high quality written work/reports. High standard of computer, organisational and time management skills.	Essential

A unique team creating an extraordinary city



Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



-  **ACHIEVEMENT**
-  **COLLABORATION**
-  **CUSTOMER COMMITMENT**
-  **INTEGRITY**
-  **INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



www.cityofadelaide.com.au

A unique team creating an extraordinary city



Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance will be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

A unique team creating an extraordinary city



Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.