

# GRADUATE, POLICY, PLANNING & PROJECTS

## POSITION DESCRIPTION

Position Title:	Graduate, Policy, Planning & Projects
Responsible To:	Team Leader Park Lands Planning
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 Consultants Contractors Stakeholders including the community

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## Primary Purpose

As part of the City Shaping Program the Graduate, Policy, Planning & Projects 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 work in small teams across both the Reconciliation Team and Park Lands Planning Team.

## Responsibilities

The Graduate, Policy, Planning & Project is responsible for;

- Supporting the development of policy, projects and resources for the program.
- Contributing to the overall functioning of the Program by undertaking research, defining and documenting service delivery, and contributing to continuous service improvements and identification of efficiencies.
- Assisting with the review of existing administrative procedures, processes and systems to support and improve service delivery.
- Assisting with delivery of project outcomes and support for projects identified within Strategic planning documents including the City of Adelaide Strategic Plan, Kadaltilla Strategic Plan, Stretch Reconciliation Action Plan 2024-2027, Adelaide Park Lands Management Strategy and the Integrated Climate Strategy.
- Supporting the Program to undertake community engagement activities, site visits and events.
- Assisting with 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.
- Participating in and contributing to all graduate program projects, training, and other undertakings.
- Taking an active approach to your own 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.

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## Position Criteria

<b>Qualifications</b>	A tertiary qualification in Planning, Social Science, Environmental Science and Public Administration or related field completed in the last two years or expecting to be completed within the next six months.	<b>Essential</b>
<b>People Management</b>	Ability to work in an open, creative, and collaborative environment, with a broad range of stakeholders.	<b>Essential</b>
<b>Financial Skills &amp; Acumen</b>	Ability to understand standard financial responsibilities in relation to the community engagement expenses associated with projects and programs	<b>Desirable</b>
<b>Technical Knowledge &amp; Experience</b>	Understanding of project management methodology framework. Ability to plan and coordinate work to arrive at the required result.	<b>Essential</b>
<b>Project Management</b>	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.	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	Ability to think conceptually and creatively and show initiative and self-discipline in daily tasks.	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	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.	<b>Essential</b>
<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	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	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	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.	<b>Essential</b>
<b>Administrative Skills</b>	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.	<b>Essential</b>

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## 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



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## 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

<b>Task</b>	<b>Office Workstation</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Very Light Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion. <b>Lift Capacity:</b> Up to 2kg (ream of paper). <b>Push / Pull Force:</b> N/A <b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings. <b>Task Rotation:</b> 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. <b>PPE:</b> 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).**



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## 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.