



## Position Details

<b>Position title:</b>	<b>Social Policy Advisor</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	Community Building and Inclusion
<b>Division:</b>	Community Wellbeing and Inclusion
<b>Date Approved:</b>	May 2026
<b>Approved By:</b>	Manager Community Building and Inclusion

## Organisational Relationships

<b>Reports To:</b>	Coordinator Community and Social Planning
<b>Supervises:</b>	N/A
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors
<b>External Stakeholders:</b>	Residents, members of the public, government representatives, statutory authorities, not-for-profit organisations, suppliers, consultants, contractors and service providers.

## Position Objectives

- Provide high-quality strategic advice on social policy issues, emerging trends and policy responses relevant to Council's role in social planning.
- Lead the development, delivery and evaluation of social policy and strategic projects to inform Council decision-making and service planning, ensuring compliance with legislative and policy obligations, including gender equality.
- Lead community infrastructure planning to support equitable, integrated and evidence-informed planning for facilities, services and places.
- Build and maintain effective partnerships across Council, government and the community sector to strengthen policy development, integrated planning and advocacy.



## Key Responsibilities and Duties

- Lead the development, implementation and review of social policy, planning and strategic projects, aligned with Council priorities and legislative obligations.
- Lead the implementation of the Community Infrastructure Plan, working across Council to coordinate actions, align stakeholders and drive integrated, evidence-informed infrastructure planning and delivery.
- Provide high-quality policy advice, briefings and recommendations to internal stakeholders, including managers, Executive and Councillors, on complex social policy issues and emerging trends.
- Analyse research, data, demographic information and community insights to inform strategic policy development and delivery, infrastructure planning and service improvement.
- Support organisational compliance with relevant legislation and policy frameworks, including the Gender Equality Act 2020, through advice, gender impact assessments and capability development.
- Build and maintain effective relationships with internal and external stakeholders to support integrated planning, collaboration and advocacy outcomes.
- Prepare high-quality reports, submissions, briefings and other written materials to support decision-making, governance and external engagement.
- Contribute to team priorities and broader organisational initiatives, including continuous improvement and cross-Council projects.

## Accountability and Extent of Authority

- Accountable for the quality, timeliness and relevance of policy advice, strategic planning outputs and project deliverables within the role.
- Exercises a high degree of autonomy in managing work priorities, progressing projects and providing specialist advice within approved strategic directions.
- Responsible for coordinating policy and planning work, including project scope, timelines, stakeholder engagement and reporting requirements.
- Provides specialist advice that informs organisational decision-making and may influence Council positions, priorities and advocacy.
- Represents Council in internal and external forums relevant to the portfolio, exercising professionalism, sound judgement and accountability.
- Undertake duties in accordance with all legislative requirements and Council policies including compliance with the Victorian Child Safe Standards.

## Judgement and Decision Making

- Exercises independent judgement in analysing complex social policy and planning issues where information may be incomplete, contested or sensitive.



- Interprets legislation, policy, research and data to identify implications, risks, opportunities and appropriate responses.
- Develops practical, evidence-informed options and recommendations where precedent is limited or competing priorities must be balanced.
- Determines when matters can be resolved within the role and when escalation is required due to strategic, legal, reputational or political sensitivity.
- Balances competing demands and adapts priorities to deliver quality outcomes within agreed timeframes and organisational expectations.

## Specialist Skills and Knowledge

- Demonstrated knowledge of social policy, social planning and community infrastructure and service planning in a local government or comparable public sector context.
- Demonstrated knowledge of relevant Victorian legislation, policy frameworks and reform directions, including the Gender Equality Act 2020.
- Demonstrated ability to analyse research, data and community insights and translate them into strategic advice, policy positions and planning responses.
- Demonstrated ability to apply evidence-informed and equity-focused approaches to complex policy and planning issues.
- Demonstrated experience developing policy, plans, frameworks or strategic projects that support community outcomes.

## Management Skills

- Ability to manage, plan and organise own time and work effectively, despite conflicting pressures, at an advanced level to ensure stakeholder involvement, budgets and timeframes are met.
- Ability to provide guidance and advice to reporting staff and other Council work units in the support of diversity, equity and inclusion practices.
- Highly developed skills in event, program, and project management, including planning, development, budgeting, risk mitigation, implementation, monitoring and evaluation.

## Interpersonal Skills

- Highly developed written and oral communications skills and ability to prepare high quality submissions, policies and reports, deliver presentations and represent Council.
- Ability to work independently and within a team, and to solve problems through discussion, negotiation, teamwork, and creativity.
- Effective in building relationships which will be the basis for achieving diversity, equity and inclusion policy outcomes.
- Excellent conceptual, written, and verbal presentation skills.
- Excellent community development and project management skills.



- Ability to motivate, influence and gain cooperation from the community, Council staff and other service providers.
- Ability to provide the necessary guidance, advice and direction to Council to meet relevant legislative requirements.

## Qualifications and Experience

**Academic:** Degree or diploma in community development, social policy, public policy or other related disciplines with several years' relevant experience **or** lesser formal qualifications with extensive experience.

### Experience:

- Demonstrated experience in delivering diversity, equity and inclusion policies, projects and programs.
- Experience within local government, community, health, or social services sectors is highly valued, particularly when it demonstrates experience working in partnership with community sector agencies and community groups to deliver positive community outcomes.

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## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our



success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

## Key Selection Criteria

- Demonstrated experience leading the development, implementation and evaluation of social policy, strategies or policy planning initiatives in complex environments.
- Demonstrated experience delivering complex projects from planning through to implementation and review, including managing competing priorities and stakeholder expectations.
- Strong knowledge of Victorian and local government policy environments relevant to social planning, including the Gender Equality Act 2020, and the role of local government in addressing social and community outcomes.
- Strong analytical capability, including the ability to use data, research and community insights to inform policy and strategic decision-making.
- Highly developed written and verbal communication skills, including preparing reports, briefings and policy documents for senior audiences.
- Highly developed stakeholder management skills, including the ability to influence, negotiate and build partnerships across sectors.

*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*



# Position Description

PD Social Policy Advisor, May 2026

## Our values

Working together  
Performance

Creative and strategic thinking  
Courage and integrity

Personal growth  
Accountability, Community First