# POSITION: Strategic Planning Officer

CLASSIFICATION: Band 7

EMPLOYMENT STATUS: Temporary Full Time

**THE ORGANISATION**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment.  We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities.  Our values are present in what we do and how we do it.  With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating ‘a great place for us’.

**Click** [**HERE**](http://www.southgippsland.vic.gov.au/downloads/file/443/organisational_structure_-_as_at_1_july_2015pdf) **to view Councils entire organisation chart**

**THE POSITION**

The Planning Department is responsible for Social, Statutory and Strategic Planning within South Gippsland Shire.

The Strategic Planning team are a function of the Planning Department and report to the Manager of Planning.

The Strategic Planning Officer assists in the creation and eventual implementation of identified key strategic projects at the direction of the Strategic Planning Coordinator and/or Manager Planning.

The key responsibilities of this role include –

* Process planning scheme amendments resulting predominantly from applications by developers and agencies.
* Co-ordinate strategic town planning projects and initiatives within the Unit and make recommendations to Council at the direction of the Strategic Planning Coordinator and/or Manager Planning.
* Develop and assist in the implementation of strategic town planning initiatives as per the Annual Business Plan.
* Liaise with relevant officers to evaluate, analyse and make recommendations to Council on strategic planning issues.
* Ensure a high standard of service delivery within the strategic planning services area working closely with other officers in Strategic and Statutory Planning.
* Draft and administer planning policies and assess planning scheme amendments to encourage sustainable development.
* Communicate with all clients in an effective manner to encourage understanding of complex planning issues and the reasoning behind decisions made.
* Prepare high quality community consultation and engagement plans / strategies and convene public meetings
* Evaluate, analyse and make recommendations on complex strategic planning matters.
* Represent Council at Planning Panels in relation to planning scheme amendment proposals at the direction of the Strategic Planning Coordinator and/or Manager Planning.
* Provide mentoring to less experienced planners within the Statutory and Strategic Planning Teams.
* Represent Council at Victorian Civil and Administrative Tribunal (VCAT) hearings on planning permit and enforcement matters at the direction of the Manager Planning.

Please follow the links provided for further information on:

* South Gippsland Shire Council [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)
* South Gippsland region [www.visitpromcountry.com.au](http://www.visitpromcountry.com.au)
* Gippsland region [www.visitvictoria.com/Regions/Gippsland](http://www.visitvictoria.com/Regions/Gippsland)

To seek further information on this position, or to discuss this employment opportunity further, please contact Paul Stampton, Manager Planning on 03) 5662-9200 or pauls@southgippsland.vic.gov.au

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

**Judgement & Decision Making Judgement & Decision Making**

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| Accountability & Extent of Authority | |
| Band 7 (Generic) | Role Specific |
| * Resource management – freedom to act set by policies, objectives & budgets, regular reporting * Specialist advice to or regulate clients – freedom to act subject to professional and regulatory review * Have input into policy development | * The processing of planning scheme amendments resulting predominantly from applications by developers and agencies. * The creation and eventual implementation of identified key strategic projects at the direction of the Strategic Planning Coordinator and/or Manager Planning. * Responsible for the administration of Acts and Regulations for all relevant Authorities and specific delegations within the Planning process. * Responsible for input into the ongoing review of the South Gippsland Planning Scheme including contribution to the development and implementation of Council policies * Responsible for dealing with planning permits, subdivision and liquor control matters in accordance with all relevant Acts, Regulations and Council Policies. * Responsible for issuing delegated planning permits in accordance with delegated powers. |
| Judgement & Decision Making | |
| Band 7 (Generic) | Role Specific |
| * Essentially problem solving in nature * Guidance not always available within the organisation | * This is a specialist professional role where the officer is expected to exercise sound judgment and decision making on complex planning scheme amendments and policies, some problem solving and analysis of data for statutory and strategic issues. * Required to make decisions under the Planning and Environment Act 1987, the Subdivision Act 1988, the Liquor Control Act 1987 under powers of delegation. |
| Specialist Knowledge & Skills | |
| Band 7 (Generic) | Role Specific |
| * Proficiency in the application of a theoretical or scientific discipline – in search of solutions to new problems/opportunities * Analytical & investigative skills in policy formulation * Knowledge & familiarity of principles & practices of budgeting & accounting/financial procedures * Understanding of long term goals of wider organisation | * Experience in the use of Microsoft software packages. * Developed skills in community engagement and consultation. * Developed skills in official report writing and production of public documentation. * Knowledge of statutory and strategic planning processes * Understanding of rural, urban, environmental, tourism and economic development issues. * Knowledge of the Planning and Environment Act 1987, Subdivision Act 1988, Victorian Civil and Administrative Tribunal Act 1998, Flora and Fauna Guarantee Act 1988, Heritage Act 1995, Liquor Control Reform Act 1998. * Understanding of the Victoria Planning Provisions and other State Government initiatives. |
| Management Skills | |
| Band 7 (Generic) | Role Specific |
| * Achieve objectives despite conflicting pressures * Able to implement personnel policies & practices incl Awards, EEO & OH&S policies, recruitment & selection procedures & techniques, position descriptions & staff development schemes * Contribute to long term staffing strategies | * Proven ability to effectively plan, manage and prioritise own work under supervision. * Responsible for coordination of consultants and contractors where required. * Highly effective and demonstrated project management skills * Ability to assist in improving efficiency and quality of service. * Ensure that planning officers provide quality and accurate advice on planning matters. |
| Interpersonal Skills | |
| Band 7 (Generic) | Role Specific |
| * Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems * Motivate & develop employees | * The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team * Ability to gain cooperation and assistance from key stakeholders, staff and their counterparts in external agencies to resolve specialist problems. * Proven record of making a positive contribution in a cooperative environment and establishing a positive working environment. * Demonstrated strong customer service focus. * Highly developed written and verbal communication skills. |
| Qualifications & Experience | |
| * A Town Planning degree or degree in a related field and relevant experience in Strategic Planning in either a Government or private sector organisation or substantial experience in assessing rural, urban and coastal, commercial and industrial development applications as well as the complex issues surrounding the creation and implementation of strategic planning projects. * Substantial experience in the undertaking planning scheme amendments. * Experience in preparing and presenting reports to Council, submissions to the VCAT and independent panels where relevant. * Current drivers licence | |
| Role Specific Selection Criteria | |
| * A Town Planning degree or degree in a related field and relevant experience in Strategic Planning in either a Government or private sector organisation or substantial experience in assessing rural, urban and coastal, commercial and industrial development applications as well as the complex issues surrounding the creation and implementation of strategic planning projects. * Substantial experience in the undertaking planning scheme amendments. * Knowledge of the Planning and Environment Act 1987, Subdivision Act 1988, Victorian Civil and Administrative Tribunal Act 1998, Flora and Fauna Guarantee Act 1988, Heritage Act 1995, Liquor Control Reform Act 1998. * Experience in preparing and presenting reports to Council, submissions to the VCAT and independent panels where relevant. * Demonstrated ability to liaise, coordinate and communicate with a diverse range of people and organisations. * Highly effective and demonstrated project management skills. * Current drivers licence | |