

# POSITION DESCRIPTION



**M:** PO Box 733, BENDIGO 3552  
**A:** 15 Hopetoun Street, Bendigo  
**P:** (03) 5434 6000  
**W:** [www.bendigo.vic.gov.au](http://www.bendigo.vic.gov.au)

<b>POSITION TITLE &amp; NUMBER:</b>	Senior Strategic Planner (#296)
<b>EMPLOYMENT STATUS:</b>	Full time, Ongoing
<b>CLASSIFICATION:</b>	Band 7
<b>FULL TIME SALARY RANGE:</b>	\$97,521 - \$109,117 plus superannuation
<b>UNIT:</b>	Strategic Planning

## APPLICATION GUIDELINES

Please submit a cover letter, your current CV/resume and statement addressing the key selection criteria.

## THE CITY

The vision for Greater Bendigo is "Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future". As the Council we work in partnership with our community to move toward this vision.

As an organisation we aspire to be a values driven, be a flexible employer, embrace diversity, have generous leave provisions, encourage staff training and development and provide a supportive, team orientated work place. Further information is found at [www.bendigo.vic.gov.au](http://www.bendigo.vic.gov.au)

## THE UNIT

The Strategic Planning Unit prepares a wide range of strategies and plans that guide how Greater Bendigo changes and grows over time. Strategies and plans could relate to a place, land uses, environmental features, heritage, transport, business, and housing. The Strategic Planning Unit also undertakes amendments to the Greater Bendigo Planning Scheme to ensure that the strategies and plans are implemented.

## POSITION OBJECTIVES

- Research and prepare integrated strategies, plans and policies to guide change and growth in the City of Greater Bendigo.
- Prepare and facilitate complex planning scheme amendments in line with legislated processes and timeframes and prepare and present submissions for panel hearings.
- Provide specialist input into strategic planning issues and planning scheme amendments

## KEY RESPONSIBILITIES AND DUTIES

- Provide high quality and consistent advice on strategic planning matters including planning scheme amendments, structure plans and strategies to local residents, developers, consultants and other stakeholders.
- Prepare complex strategic planning strategies, urban design frameworks, plans, policies and planning scheme amendments.
- Prepare and present reports on strategic planning projects and planning scheme amendments to a variety of audiences, including internal/external working groups, senior management and Council
- Provide courteous and professional customer focused service to all clients, including landowners, State government agencies and City departments.
- Provide specialist input into strategic planning issues and planning scheme amendments.
- Coordinate and undertake community consultation in relation to planning strategies, urban design frameworks, projects and planning scheme amendments.

Our Values & Behaviours



- Provide urban design and strategic advice on a range of matters including but not limited to development proposals, key sites and policies.
- Represent the City at Planning Panels and contribute to projects, priorities, and policies.
- Be committed to the continuous improvement of our processes and maintaining and building relationships across and outside the organisation with all stakeholders.

## SKILLS AND ATTRIBUTES

Technical/specialist skills:	General strategic planning, strategy preparation and structure planning, including planning scheme amendment processes, Skills and experience in urban design and placemaking, transport planning and heritage planning. Knowledge of the Planning and Environment Act 1987 and the Victoria Planning Provisions. Project management and project level budgeting. Attention to detail and problem solving.
Personal attributes:	Communication, motivating, encouraging, innovative, time management

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Precinct Planning and Heritage
Supervises:	Nil
Internal Liaisons:	Staff members, Managers, Directors and other City employees
External Liaisons:	General public, government departments, Planning Panels Victoria, other stakeholders

## ADDITIONAL INFORMATION

- A satisfactory Police Record Check and evidence of any required vaccinations is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours may be required including early starts and/or evening work, and occasional weekend work as required for effective community engagement.

## QUALIFICATIONS

- Degree qualifications with several years of subsequent relevant experience in urban and regional planning, and/or urban design or higher formal qualifications in urban and regional planning, and/or urban design together with experience, or lesser formal qualifications with extensive relevant experience.

## KEY SELECTION CRITERIA

- Significant experience in the preparation and project management of urban planning related strategies, plans and policies.
- Significant experience in the preparation and facilitation of planning scheme amendments, including the drafting of planning scheme controls, the use of ATS, responding to and negotiating submissions, and presenting at Planning Panels.
- Demonstrated knowledge of the Planning and Environment Act 1987, Victorian Planning Provisions, and ministerial guidelines and practice notes in relation to strategic planning documents and planning scheme amendments.
- Advance working knowledge of design software packages such as Adobe (Photoshop, In-design and Illustrator), and experience with 3D software packages is desirable.
- Excellent written, communication and engagement skills, including the ability to convey complex planning ideas into simple language.

- An effective team player with demonstrated ability to work cooperatively and positively with a wide range of stakeholders.
- Ability to manage time and resources to ensure projects are completed on time and within budget.

## BAND 7 CLASSIFICATION DESCRIPTORS

### ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- Responsible for providing specialist advice and to regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- Input into policy development and formulation within the area of expertise, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

### JUDGEMENT & DECISION MAKING:

- The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. Ability to problem solve using the application of these established techniques to new situations and ability to recognise when these established techniques are not appropriate.
- Requirement to identify and analyse an unspecified range of options before a recommendation can be made into policy formulation.
- Guidance is not always available within the organisation.

### SPECIALIST SKILLS & KNOWLEDGE:

- Excellent knowledge of the Planning and Environment Act 1987, Transport Integration Act 2010 and the Victorian Planning Provisions.
- High level skills in strategic planning and project management.
- Substantial knowledge and experience in the preparation and exhibition of planning scheme amendments.
- An ability to think conceptually and strategically.
- Well developed research and investigative skills.
- Capability to develop and implement project-based community engagement programs.
- Ability to interpret and implement planning and related legislation.
- Demonstrated ability to keep projects to time and budget.
- Excellent written and verbal communication skills.
- Working knowledge of relevant computer-based applications, including Microsoft Office Suite. Working knowledge of Adobe Suite packages preferred.

### MANAGEMENT SKILLS:

- Supervise and provide guidance and support to staff.
- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- An understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes.
- Contribute to the development and implementation of long term staffing strategies.

### INTERPERSONAL SKILLS:

- Ability to demonstrate, display and promote the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- High level written and oral communication skills.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems and with other City employees to resolve intra-organisational problems.
- Ability and commitment to maintain confidentiality at all times.