

# POSITION DESCRIPTION

<b>POSITION TITLE &amp; NUMBER:</b>	Coordinator Strategic Infrastructure Planning (#832)
<b>EMPLOYMENT STATUS:</b>	Full time, Ongoing
<b>CLASSIFICATION:</b>	Band 8
<b>FULL TIME STARTING SALARY:</b>	\$115,471 plus superannuation
<b>UNIT:</b>	Strategic Planning

## APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

## THE CITY

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. The City works in partnership with our community to move toward this vision and deliver the Greater Bendigo Council Plan (Mir wimbul).

We are a values driven Organisation and committed to embracing diversity, flexibility and supporting employee training and development. The City provides a safe, inclusive and team orientated work place where people perform at their best. Further information is found at the [City of Greater Bendigo website](http://www.bendigo.vic.gov.au)

## THE UNIT

The Strategic Planning Unit is strategic and visionary in its outlook. It develops integrated, long term strategies and plans to guide the physical, social, environmental, heritage and cultural development of Greater Bendigo. The Unit strategically positions Greater Bendigo to plan and prepare for a population of 200,000 by the year 2050, including undertaking planning scheme amendments to implement the strategies and plans.

## POSITION OBJECTIVE

- Coordinate the City's development contributions governance framework.
- Coordinate the preparation, implementation, application and use of development contributions schemes, which could include Development Contributions Plans (DCPs), section 173 agreements, or other mechanisms.
- Take a proactive and strategic approach to infrastructure planning for residential, industrial and commercial growth, and meeting future infrastructure needs through the preparation of DCPs and other development contributions agreements, in infill and greenfield areas.

## KEY RESPONSIBILITIES AND DUTIES

- Develop a whole of Council system, policy and procedures for the preparation and implementation of development contributions schemes and the ongoing collection, tracking, monitoring and expenditure of development contributions.
- Work with the urban development industry, relevant infrastructure providers and relevant Council Directorates and Units to manage and implement Council's Development Contributions Program.
- Lead and coordinate the preparation of new development contributions agreements, and manage and monitor existing development contributions agreements.
- Manage risks associated with existing, proposed and planned development contributions and ensure that all development contributions are processed in accordance with relevant legislation, Council strategies, policies and plans.

### Our Values & Behaviours



- Lead, coach, mentor, support and motivate staff in the provision of high quality, customer focused works and services that deliver on our commitments in an innovative and efficient way.
- Guide strategic infrastructure planning for the municipality, with a focus on infill and greenfield areas.
- Provide advice, education and training to all relevant City Directorates and Units on development contributions and the adopted systems.
- Provide high level project management skills including ensuring projects meet agreed timelines, are on budget with regular progress reporting.
- Ensure the City's financial and accounting systems in relation to development contributions complies with statutory and legislative requirements, and is integrated with Council's Long Term Financial Plan and the Long Term Capital Program.
- Provide oversight to the preparation of planning permit applications for City related infrastructure projects.

## SKILLS AND ATTRIBUTES

Technical/specialist skills:	Development contributions agreements, project management, report writing, leadership, staff development, budgets, attention to detail, problem solving
Personal attributes:	Communication, motivating, encouraging, innovative, time management, analytical

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Strategic Planning
Supervises:	Senior Infrastructure Engineer
Internal Liaisons:	Staff members, CEO, Councillors, Directors, Managers and other City employees
External Liaisons:	Land and urban developers, consultants, State Government and service authorities and the general public.

## 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.

## QUALIFICATIONS

- Formal qualifications in engineering or land use planning, or in a relevant field pertaining to development contributions and the provision/ coordination of infrastructure, or lesser formal qualifications together with extensive and diverse experience, or intensive specialist experience.
- A high level of managerial experience and a proven track record as an effective leader.

## KEY SELECTION CRITERIA

- Demonstrated experience in strategic infrastructure planning, including infrastructure assessments/ analysis, financial viability, technical requirements.
- Experience in the planning, preparation, development, evaluation, and implementation of development contributions schemes and agreements.
- Strong professional leader demonstrating positive work behaviours with a genuine commitment to the organisation's values and behaviours.
- Excellent interpersonal skills and ability to communicate effectively to a wide range of audiences, both written and verbally, to achieve positive development contributions and infrastructure outcomes.
- Good working knowledge of relevant legislation in particular the Planning and Environment Act 1987, Subdivision Act 1988, and relevant engineering standards.
- Sound financial management experience including budget preparation, management of expenditure against budget and financial reporting.

## BAND 8 CLASSIFICATION DESCRIPTORS

### ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for resource management, the freedom to act is governed by broad goals, policies and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. Decisions and actions taken may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.
- Responsibility for the managing regulatory or specialist units, the freedom to act is governed by the goals and policies of the organisation and by statute and subordinate legislation. Decisions and actions taken at this level may have a substantial effect on the community or sections of it.
- Develop policy options and strategic plans, the freedom to act is wide and limited only to the areas nominated by corporate management.
- Provide advice, guidance and part-justification for adopting particular policies of which the impact may be substantial upon the organisation and/or the community.

### JUDGEMENT & DECISION MAKING:

- Ability to solve complex problems in a timely manner.
- Input into policy development and formulation.
- Methods, procedures and processes are less well defined with responsibility of contributing to one's own development and adaptation.
- The work will typically require the identification and analysis of an unspecified range of options before a choice can be made.
- Ability to identify and develop policy options in the work unit for consideration and choice by direct supervisor.

### SPECIALIST SKILLS & KNOWLEDGE:

- A high level of understanding and competency in the development, preparation, assessment and implementation of development contributions agreements, including DCPs and section 173 agreements.
- Highly developed analytical, investigative, interpretative, financial and project management skills.
- Detailed knowledge and proven ability to prepare plans, policies, procedures and establish systems.
- Preparation of highly complex reports requiring analytical and research skills, ability to identify options, political issues and present balanced comments which may be outside existing policies, precedent and local knowledge.
- Highly developed ability to apply innovative options and solutions.
- The ability to persuade, convince or negotiate with any people, tribunals, staff and other organisations to achieve the City's objectives.
- The ability to tailor language to the audience including legal, developers or local residents.
- Excellent working knowledge of the Planning and Environment Act 1987, Subdivision Act 1988 and the Victoria Planning Provisions.

### MANAGEMENT SKILLS:

- Ability to supervise a large numbers of employees, including the supervision of tertiary qualified employees or employees with extensive experience.
- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

### INTERPERSONAL SKILLS:

- Ability to demonstrate, display and promote the City's staff values and behaviours.
- Ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Ability to lead, motivate and develop other employees.