

## Senior Strategic Planner

<b>Department</b>	Strategic Planning
<b>Division</b>	Planning & Environment
<b>Location</b>	Administration Centre, Drummoyne
<b>Classification/Grade/Band</b>	11
<b>Position Code</b>	Various
<b>Date position description approved</b>	28 March 2023

### Council overview

The City of Canada Bay is a vibrant and diverse city in the heart of Sydney's inner west. With many parks and reserves, and surrounded by river foreshore, we are only 6 kilometres from the Sydney CBD.

Our City has many areas of unique character and in recent years there has been an increase in apartment living in renewal precincts and town centres. Significant growth in population is planned for the Parramatta Road corridor, the Rhodes peninsula and local centres.

Delivering quality places that enable growth alongside environmental goals and community aspirations are key outcomes for the City.

### Primary purpose of the position

To research, prepare, implement, monitor and review Council's plans, policies and guidelines to ensure that there is an up to date, effective and efficient strategic planning framework for the City.

### Key accountabilities

Within the area of responsibility, this role:

- Undertakes research and analysis on a range of strategic planning issues.
- Prepares planning instruments, strategies, studies, policies and guidelines for a sound planning framework for the City and reflecting up to date legislative changes and practices.
- Coordinate multi-disciplinary teams within Council and other Government agencies when preparing, reviewing and implementing plans.
- Prepare timely and accurate reports and provide briefings to Councillors, Council staff and community groups.
- Prepare briefs and supervise consultants.
- Represent Council on working parties, committees and at public meetings.

- Undertake community engagement and consultation.
- Respond to correspondence, enquiries and complaints within agreed timeframes.
- Provide high quality, accurate and timely advice to Strategic Planning customers.
- Review and issue Planning Certificates.
- Undertake any other duties as may be requested for the effective operation of the Strategic Planning team.

## Key challenges

- Communicating complex land use planning matters to a broad range of people.
- Managing competing priorities.
- Ensuring that plans, policies and strategies are reviewed in response to an evolving land use planning framework.

## Key internal relationships

Who	Why
Manager, Strategic Planning	The Manager sets the works program for Strategic Planning team and will work with the Senior Planner to develop growth opportunities and to deliver results by communicating job expectations, planning, monitoring and undertaking appraisals.
Coordinator, Strategic Planning	The Coordinator of the Strategic Planning team is direct supervisor of the Senior Planner position and provides support by reviewing reports and providing feedback and advice on land use planning matters.
Technical Staff	Engagement with Technical Staff (stormwater, flooding, trees, parks, traffic etc) within other Departments as necessary to ensure that all relevant matters are considered when making planning assessments.

## Key external relationships

Who	Why
State Agencies	Many land use planning matters require the input and/or endorsement of State Agencies.
Landowners and residents	Landowners and residents are impacted by land use planning recommendations and decisions and it is important for communication to be respectful.

## Key dimensions

Who	Why
Decision making	The Senior Strategic Planner prepares reports, briefs, submissions, project plans and is responsible for expenditure within their delegated authority. All work which is outside the role's delegations must be approved formally by the Manager.

The position makes decisions on practice approaches in reviewing, developing and implementing strategic planning activities and initiatives.

Matters that have a significant long-term effect on Council will be discussed with the Manager.

Expenditure that is outside budget require the approval of the Manager.

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<b>Reports to</b>	Manager, Strategic Planning
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<b>Direct reports</b>	Nil
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<b>Financial Delegation</b>	Nil
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## Essential requirements

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### Qualifications & Experience

- Degree in Urban Planning or equivalent.
- Demonstrated experience in managing the planning process, with a minimum of five years experience in planning.
- Sound knowledge of the Environmental Planning & Assessment Act 1979 and relevant planning legislation.
- Current “Class C” Driver’s Licence.

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### Skills





- Well-developed skills in research, analysis and preparation of high-quality policies and strategic planning documents and reports.
  - Highly developed verbal and written (English) communication skills, demonstrated problem solving and negotiation skills.
  - Ability to effectively manage a wide range of planning projects, with minimal supervision and within strict deadlines while balancing competing priorities.
  - Demonstrated experience in community consultation and presentation skills.
  - Highly developed ability to communicate effectively with people at all levels including quality customer service and report writing.
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## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

## Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	<b>Manage Self</b> Shows drive and motivation, an awareness of strengths and weaknesses, and is commitment to learning	Advanced
	<b>Display Resilience and Adaptability</b> Expresses own views, perseveres through challenges, and is flexible and willing to change	Advanced
	<b>Act with Integrity</b> Is honest, ethical and professional, and prepared to speak up for what is right	Adept
	<b>Demonstrate Accountability</b> Takes responsibility for own actions, commits to safety, and acts in line with legislation and policy	Advanced
 Relationships	<b>Communicate and Engage</b> Communicates clearly and respectfully, listens, and encourages input from others	Advanced
	<b>Community and Customer Focus</b> Commits to delivering customer and community focused services in line with strategic objectives	Advanced
	<b>Work Collaboratively</b> Is respectful, inclusive and a reliable team member, collaborates with others, and values diversity	Advanced
	<b>Influence and Negotiate</b> Persuades and gains commitment from others, and resolves issues and conflicts	Advanced
 Results	<b>Plan and Prioritise</b> Plans and organises work in line with organisational goals, and adjusts to changing priorities	Advanced
	<b>Think and Solve Problems</b> Thinks, analyses and considers the broader context to develop practical solutions	Advanced
	<b>Create and Innovate</b> Encourages and suggests new ideas and shows commitment to improving services and ways of working	Advanced
	<b>Deliver Results</b> Achieves results through efficient use of resources and a commitment to quality outcomes	Advanced
 Resources	<b>Finance</b> Is a responsible custodian of Council funds and applies processes in line with legislation and policy	Adept
	<b>Assets and Tools</b> Uses, allocates and maintains work tools appropriately and manages community assets responsibly	Adept
	<b>Technology and Information</b> Uses technology and information to maximise efficiency and effectiveness	Adept
	<b>Procurement and Contracts</b> Understands and applies procurement processes to ensure effective purchasing and contract performance	Adept

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates motivation to serve the community and organisation</li> <li>• Initiates team activity on organisation/unit projects, issues and opportunities</li> <li>• Seeks and accepts challenging assignments and other development opportunities</li> <li>• Seeks feedback broadly and asks others for help with own development areas</li> <li>• Translates negative feedback into an opportunity to improve</li> </ul>
<b>Relationships</b> Communicate & Engage	Advanced	<ul style="list-style-type: none"> <li>• demonstrates motivation to serve the community and organisation</li> <li>• Initiates team activity on organisation/unit projects, issues and opportunities</li> <li>• Seeks and accepts challenging assignments and other development opportunities</li> <li>• Seeks feedback broadly and asks others for help with own development areas</li> <li>• Translates negative feedback into an opportunity to improve</li> </ul>
<b>Relationships</b> Influence & Negotiate	Advanced	<ul style="list-style-type: none"> <li>• Builds and maintains professional relationships inside and outside the organisation</li> <li>• Makes a strong personal impression and influences others with a fair and considered approach</li> <li>• Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise</li> <li>• Identifies key stakeholders and tests their level of support in advance of negotiations</li> <li>• Uses humour appropriately to enhance professional relationships and interactions</li> <li>• Pre-empts and minimises conflict by working towards mutually beneficial outcomes</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Is able to draw on wide-ranging interests and experiences when facing new challenges</li> <li>• Thinks broadly about the root of problems before focusing in on the problem definition and solutions</li> <li>• Is able to discuss issues from different angles and project impacts into the future</li> <li>• Considers the broader context when critically analysing information and weighing recommendations</li> <li>• Involves diverse perspectives in testing thinking and solutions</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Workforce Leadership</b> Manage & Develop People	Advanced	<ul style="list-style-type: none"><li>• Knows the individual strengths, weaknesses, goals and concerns of members of the team</li><li>• Fosters high performance through effective conversations and feedback and by providing stretch opportunities</li><li>• Identifies and develops talent across the organisation</li><li>• Coaches and mentors staff to foster professional development and continuous learning</li><li>• Implements performance development frameworks to align capability with the organisation's current and future priorities</li><li>• Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li></ul>

## SCHEDULE OF OPERATIONAL RESPONSIBILITIES

### 1. Work, Health & Safety Responsibilities

#### 1.1. Worker

A worker's responsibilities include, but are not limited to:

- Taking reasonable care for his/her own health and safety.
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- Reporting all incidents, hazards and near misses to their direct supervisor.
- Actively participating in injury management and rehabilitation programs.
- Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- Attending all specified training and induction courses.
- Contributing to workplace practice and procedure reviews.
- Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- Participating in workplace inspections.
- Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

## 2. Workplace Behaviour Standards and Expectations

### 2.1. Employees' Responsibilities

- In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- Embracing diversity and supporting inclusive workplaces
- Recognising different styles and perspectives
- Contributing to open communication and information sharing
- Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

### 2.2. Child Safe Organisation

- The City of Canada Bay is a Child Safe Organisation that recognises and advocates for the rights of Children and Young People. We aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm.

## 3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

## 4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

## 5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

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This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

## 6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

## 7. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

## 8. Organisation Values

Value	Value Statements
<b>We act with integrity</b>	We are accountable to ourselves and our community. We are honest, fair and ethical in all we do. We are clear and transparent in our actions. We do what we say we will.
<b>We empower our people</b>	We invest in our people and build leaders. We encourage our people to be decision makers and to take action. We take ownership of our actions. We are approachable and lead by example.

<b>We are respectful</b>	<p>We listen to each other with an open mind.</p> <p>We build relationships on mutual respect.</p> <p>We are open, honest and constructive in our communication.</p> <p>We are inclusive and embrace diversity.</p> <p>We will respond to our community in a timely and responsible manner.</p>
<b>We work together</b>	<p>We care about each other and about our community.</p> <p>We are committed to building and maintaining a safe environment for our people.</p> <p>We support our people to perform at their best and celebrate achievements.</p> <p>We collaborate to get the best out of each other.</p> <p>We work with our community to build a better future.</p>
<b>We innovate</b>	<p>We encourage and value ideas that will improve services for our community.</p> <p>We are creative problem solvers and are committed to creative thinking.</p> <p>We will be better tomorrow than we are today, building on past success.</p> <p>We continuously improve and challenge ourselves to deliver better outcomes.</p>