

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Senior Strategic Planner		
Position Number:	86	Standard Position Hours:	35 Hours
Department:	Planning and Environment	Unit:	Strategic Land Use Planning
Salary Grade:	9	Award Band and Level:	Band 3 Level 2
Position Reports to:	Principal Strategic Planner		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	March 2015	Date Last Reviewed:	27 September 2016
Version:	1	Document Number:	DOC2015/011538

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Planning and Environment
- Works and Infrastructure
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment Directorate is responsible for providing quality services associated with development assessments, building certification, strategic land use planning and studies, integrated planning, health, regulatory services, strategic property and natural environment planning.

The Strategic Planning Unit manages strategies and studies to ensure Council's environmental planning instrument (EPI) and planning controls are up to date and proactive in delivering sustainable planning outcomes for the Cessnock Local Government Area.

The undertaking of strategic land use strategies, assessment of planning proposals, development of development control plans and s94 Contribution Plans are key activities of the unit. The unit works closely with other units and Directorates which are responsible for related functions.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

To work as a team to provide effective and efficient service at a senior level in the investigation and preparation of strategic plans, studies, reports, environmental planning instruments and policies which are comprehensive, contemporary, relevant and reflective of Council's and community goals.

KEY ACCOUNTABILITIES

1. Prepare and update strategic planning instruments including Local Environmental Plans, Development Control Plans, Section 94 Contributions Plans and Voluntary Planning Agreements, strategic studies, policies and exhibition materials as directed.
2. Provide written and verbal advice regarding land use zones, planning legislation and Council's policies and procedures.
3. Develop and prepare non-statutory strategic plans as required.
4. Provide high level input on strategic planning issues as required to support the Strategic Planning Manager and Principal Strategic Planner.
5. Provide high level and professional, technical, current and relevant strategic planning: -
 - Advice, information, analytical data, studies, correspondence, Council and other reports and presentations to relevant internal and external parties as required; and
 - Contribution to the preparation and monitoring of the annual program and budget for the unit.
6. Prepare conceptual plans and costings on strategic plans.
7. Prepare consultant briefs, conduct tender functions, recommend the appointment of consultants and manage consultants as required.
8. Deliver exceptional customer service in accordance with accepted organisational standards.
9. Keep up to date with and abreast of Industry and legislative developments, trends and activities relating to land use planning
10. Maintain liaison and facilitate meetings with other departments and outside government departments and agencies to ensure effective, responsive and practicable outcomes
11. Identify relevant funding sources, prepare applications and negotiate where appropriate with funding providers.
12. Conduct and attend meetings, forums and workshops as required.
13. Contribute to the development of promotional material to promote the City's image.
14. Abide by Council's Code of Conduct and reflect Council's values in all dealings with Strategic Planning clients.
15. Any other accountabilities or duties as directed by the Strategic Planning Manager, which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Degree qualification in strategic land use planning, urban and regional planning or other tertiary qualifications relevant to the key accountabilities of the position.
2. Demonstrated extensive relevant experience in preparing Local Government Plans, Development Control Plans, Section 94 Contribution Plans and Voluntary Planning Agreements and planning studies, reviewing and assessing Planning Proposals, application of urban design principles and heritage management, generation and implementation of innovative strategic planning solutions.
3. Demonstrated experience in preparing project briefs and in project managing consultants.
4. Demonstrated knowledge of statutory requirements of various acts and regulations relevant to the position, including State and National planning-related solutions.
5. Proven solid time management, planning and organisation skills including a demonstrated ability to meet deadlines in a politically sensitive environment.
6. Demonstrated well-developed oral and written communication skills, with the ability to prepare different outputs and reports of a strategic nature, and to make presentations to a wide range of internal and external audiences.
7. Demonstrated well-developed community engagement skills, including public speaking.
8. Proven solid report writing and business writing skills.
9. Demonstrated solid experience in the use of Microsoft Office, document management systems and other software/database programs relevant to the position.
10. Current Class C driver's license.

Highly Desirable

1. Strategic land use planning experience at a Local Government level.
2. Knowledge and understanding of the State Heritage Act and other relevant heritage related legislation.
3. Working knowledge of Geographical Information Systems.

SIGNATURE

Employee

Full Name:

Signature:

Date: