

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Principal Strategic Planner		
Position Number:	4401	Standard Position Hours:	35 Hours
Directorate:	Planning and Environment	Unit:	Strategic Planning
Salary Grade:	12	Award Band and Level:	Band 3 Level 3
Position Reports to:	Strategic Planning Manager		
Staff Management:	5		
Budget Responsibility:	Nil		
Date Created:	1 March 2015	Date Last Reviewed:	11 September 2017
Version:	1	Document Number:	DOC2015/011539

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 320 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 delivery 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 4.

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 provide leadership, management and co-ordination of projects and support to staff in the Strategic Planning unit and investigate and prepare strategic land use plans, studies and policies, reports and environmental planning instruments and policies which are comprehensive, contemporary, relevant and reflective of the Council's and communities goals.

KEY ACCOUNTABILITIES

1. Supervise and lead a group of land use officers within the Strategic Planning unit, demonstrating leadership and promoting a climate of positive change, trust and teamwork.
2. Lead and co-ordinate the review, development, implementation and reporting of s94 and s94A Contributions Plans and Planning Agreements in consultation with developers, Council Asset Planners and other relevant units of Council to ensure an integrated approach into Council's long term financial and capital works planning.
3. Negotiate with developers/proponents on the specifics of the infrastructure, facilities and services to be provided, the timing of provision of said infrastructure, and the agreed timing of credits / payments of contributions.
4. Liaise with lawyers (according to established protocols) regarding preparation of s94, s94A Contribution Plans and Planning Agreements regarding Development Contribution responsibilities.
5. Work with Council's Business Support Manager and Management Accountant to prepare cash flow projections and reporting for infrastructure income and liability in the short and medium term.
6. Continually review systems and processes, including forms, guides, policies and procedures and implement continuous improvements initiatives relevant to the Strategic Planning Unit.
7. Mentor other members of the team to ensure professional development of staff and the employment of best practice.
8. Act in a role of Strategic Land Use Planning Manager when nominated, during the absence of the manager.
9. Prepare and update strategic planning instruments including Local Environmental Plans, Development Control Plans, Section 94 Contribution Plans and Voluntary Planning Agreements, strategic studies, policies and exhibition materials as directed.
10. Provide high level input on strategic planning issues as required to support the Strategic Land Use Planning Manager and Director, Planning and Environment.
11. Provide high level and professional, technical, current and relevant strategic planning;
 - Advice to team members and Manager, Strategic Planning;
 - Advise, 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 budget for the unit
12. Prepare conceptual plans and costings on strategic plans.
13. Prepare consultant briefs, conduct tender functions, recommend the appointment of consultants and manage consultants as required.

14. Implement project management processes and procedures to ensure project objectives are achieved, outcomes are delivered, projects are within budget and project timeframes are met.
15. Deliver exceptional customer service in accordance with accepted organisational standards.
16. Identify relevant funding sources, prepare applications and negotiate where appropriate with funding providers.
17. Keep up to date with and abreast of Industry and legislative developments, trends and activities relating to land use planning
18. Maintain liaison and facilitate meetings with other departments and outside government departments and agencies to ensure effective, responsive and practicable outcomes.
19. Ensure IAP2 community engagement approaches are integrated into relevant strategic projects in accordance with Councils adopted Communications and Engagement Strategy 2013-2017.
20. Conduct and attend meetings (including Council and Committee meetings as required), forums and workshops as required.
21. Contribute to the development of promotional material to promote the City's image.
22. Abide by Council's Code of Conduct and reflect Councils values in all dealing with Strategic planning clients.
23. Any other accountabilities as directed by Manager, which are within the employees skills competence and training.

POSITION SELECTION CRITERIA

Essential

1. Degree qualification in strategic planning, urban and regional planning or other relevant equivalent tertiary qualifications.
2. Demonstrated extensive relevant experience in preparing Local Environmental 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 project management including the preparation of project briefs, managing consultants and contracts.
4. Demonstrated experience in a leadership role managing the performance of a team of professionals in delivering quality outcomes.
5. Demonstrated comprehensive knowledge of statutory requirements of various acts and regulations relevant to the position, including State and National planning-related legislation.
6. Proven highly developed time management, planning and organisation skills including a demonstrated ability to meet deadlines and manage key stakeholders, both internal and external, in a politically sensitive environment.
7. Proven highly developed verbal and written communication skills including highly developed report writing skills, the ability to prepare different outputs and complex reports of a strategic nature and the ability to deliver presentations to a wide range of internal and external stakeholders.
8. Demonstrated well-developed community engagement skills and experience, including public speaking and an understanding of the IAP2 framework.
9. Demonstrated highly developed negotiation and conflict resolution skills with an open engagement style.
10. Demonstrated ability to lead, identify and manage change to succeed in a rapidly changing environment.
11. Demonstrated solid experience in the use of Microsoft Office, Electronic Document Management Systems and other software/database programs relevant to the position.
12. Current Class C drivers 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. Demonstrated understanding and experience using Geographical Information Systems.

SIGNATURE

Employee

Full Name:

Signature:

Date: