



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Strategic Planner		
Position Number:	201	Standard Position Hours:	35 Hours
Directorate:	Planning and Environment	Unit:	Strategic Planning
Salary Grade:	7	Award Band and Level:	Band 3 Level 2
Position Reports to:	Strategic Planning Manager		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	Click here to enter a date.	Date Last Reviewed:	1 September 2014
Version:	2	Document Number:	DOC2014/000739

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 manages services associated with the following functions within Cessnock City Council;

- Development Services
- Health and Building
- Business Support and Customer Relations
- Strategic Planning

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

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 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. Liaise with lawyers (according to established protocols) regarding preparation of s94, s94A Contribution Plans and Planning Agreements regarding Development Contribution responsibilities.
5. Provide input on strategic planning issues as required to support the Strategic Planning Manager and Principal Strategic Planner.
6. 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.
7. Prepare conceptual plans and costings on strategic plans.
8. Prepare consultant briefs, conduct tender functions, recommend the appointment of consultants and manage consultants as required.
9. Deliver exceptional customer services in accordance with accepted organisational standards.
10. Keep up to date with and abreast of Industry and legislative developments, trends and activities relating to land use planning.
11. Maintain liaison and facilitate meetings with other departments and outside government departments and agencies to ensure effective, responsive and practicable outcomes.
12. Identify relevant funding sources, prepare applications and negotiate where appropriate with funding providers.
13. Conduct and attend meetings, forums and workshops as required.
14. Contribute to the development of promotional material to promote the City's image.
17. Abide by Council's Code of Conduct and reflect Council's values in all dealings with Strategic Planning clients.
19. Any other accountabilities or duties as directed by Manager which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA**Essential**

1. Degree qualification in Town Planning or related discipline.
2. Demonstrated relevant experience in planning and environment (minimum 3 years).
3. Demonstrated sound knowledge of the Environmental Planning and Assessment Act 1979 and associated legislation.
4. Demonstrated experience in the preparation and assessment of strategic land use planning studies, Planning Proposals, Development Control Plans and Section 94 Contribution Plans.
5. Demonstrated experience in the application of urban design principles and heritage management.
6. Demonstrated sound level of written and verbal communication and interpersonal skills.
7. Proven well-developed management, planning and organisations skills including demonstrated ability to meet deadlines in a politically sensitive environment.
8. Proven well-developed skills in report writing, negotiation and problems solving.
9. Demonstrated experience in the use of Microsoft Office and other software/database programs relevant to the position.
10. Current Class C driver's license.

Highly Desirable

1. Experience in managing consultants
2. Experience in delivery of public and group addresses.
3. Strategic land use experience in local government.
4. Working knowledge of GIS.

SIGNATURE**Employee****Full Name:****Signature:****Date:**