

Role Description

Principal Strategic Planner



Title	Principal Strategic Planner
Classification/Grade/Band	Band 3 Level 3
Group/Unit/Section	Environment and Planning/ Strategic Planning/ City Planning and Design
Reports to	Section Manager City Planning and Design

Vision

A vibrant and sustainable Central Coast

Purpose

To provide valuable services that strengthens and supports the Central Coast Community

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the Principal Strategic Planner serves as a consultant to management and others on strategic land use planning and is responsible for assisting employees and management to align strategic, operational and organisational objectives in designated business units. This will be achieved through operating as a subject matter expert by delivering strategic, technical advice on land use planning.

The Principal Strategic Planner is required to provide quality customer service and creating value for the community.



Key Duties and Responsibilities

- Supports the Section Manager by managing large scale projects.
- Provide leadership, supervision, mentoring and training to the Land Use team with a high level of professional technical guidance.
- Utilises technical expertise to conduct peer reviews on projects, planning strategies, master plans and policies developed by the section.
- Provide strategic technical advice to management, Council staff, external stakeholders and the community on the provision of planning and land use.
- Undertake research, analysis and strategic reviews on land use growth to achieve sustainable strategic objectives
- Develop planning strategies, plans, controls, standards and policies within the Land Use section.
- Represent the Unit and/or Council in dealings with external customers or groups
- Develop and implement policies, strategies and planning documents that enable successful growth of the urban areas, green filled land release and protection of environmental and cultural assets
- Develop strategy and provide research, analysis and policy advice on key urban planning issues.
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Principal Strategic Planner may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required



- Decisions affect the work and activities of others within the section or from a specific project team.
- The work of the Principal Strategic Planner influences the community within a specified service line through the application of technical skill or application of regulatory requirements.
- The Principal Strategic Planner has the authority to certify that works meet relevant statutory requirements and is accountable/liable for own actions or decisions, with any consequences (including legal) being borne by the individual.
- Identifies requirements as an input to budget development.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;



- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.



QUALIFICATIONS

Essential

- Degree qualification in Town Planning, Environmental Planning or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;

EXPERIENCE

- Demonstrated experience in the management of staff and consultants in the planning, design and delivery of urban projects including, town centres, urban growth areas, transport networks and infrastructure planning;
- Demonstrated understanding of current planning systems and best practice planning techniques for delivery high quality built environments;
- High quality project management skills and a practical ability to manage and deliver projects and/or programs;
- Strong project analysis, and demonstrated experience in master planning, structure planning, concept planning and strategic planning implementation mechanisms and tools;
- Sound knowledge of contemporary local and global environmental issues combined with a thorough understanding of public sector policies, practices and relevant statutory requirements;
- Demonstrated ability to participate and actively contribute to a management team and play an organisational leadership role;
- Strong financial management skills and experience;
- Demonstrated proficiency in providing technical expertise, coaching and advice to relevant staff to allow them to effectively undertake their responsibilities and duties;
- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation;



- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.

Key Relationships

Internal	External
Council Meeting	Members of the Public/residents/ratepayers
Councillors	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
Committee Meetings of Council	Community Organisations – service clubs etc.
CEO	Professional/Industry associations including Unions
Unit Managers / ELT	Consultants, solicitors and other professionals
Section Managers/Team Leaders	State and Federal Government Agencies
Other Council employees (not including direct reports)	Local Business

