

## Position Description

<b>Position Title:</b>	Senior Urban Planner - Development Contributions
<b>Directorate:</b>	Governance
<b>Service Unit:</b>	Regulatory, Planning and Assessment (RPA)
<b>Salary Point:</b>	16
<b>Position Reports To:</b>	Urban Planning Team Coordinator
<b>Staff Management:</b>	Responsible for own work only
<b>Budget Responsibility:</b>	Yes
<b>Date PD Reviewed:</b>	June 2019

### Organisation Context of Position

City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of Governance is to provide legal compliance and advice to inform evidence-based decision making throughout and across CN including:

- Legal compliance, good governance and ethical decision making
- The Directorate is primarily internal facing to effect regulatory and compliance advice across and on behalf of, CN through internal services to all service units
- The Directorate will also have direct community contact through the Regulatory & Assessment functions and customer /Councillor requests for information and advice
- The direct customer is CN through good governance across the organisation however, service provision must also be maintained to relevant external agencies
- Ensure cross functional working relationships, connections and collaboration to achieve 'whole of organisation' objectives

The Service Elements that form the Governance Directorate are:

- Finance
- Legal
- Regulatory, Planning & Assessment

### Workplace Health & Safety

<b>WHS RAA Level</b>	6
For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.	

## Position Responsibilities

- Prepare, review and manage CN's section 7.11 and Section 7.12 Local Infrastructure Contribution Plans.
- Provide advice and assist in the preparation of planning agreements.
- Ensure effective implementation, monitoring and reporting of urban planning policies, plans and reports.
- Research, analyse and report on State and Federal government policy, plans or legislative changes impacting on Newcastle and its surrounds. This will include the formulation of options, recommendations and solutions to complex planning matters.
- Provide high level of specialist strategic land use planning and development policy advice to assist in the formulation and management of land use planning strategies and other strategic policy documents of CN.
- Maintain excellent knowledge of relevant legislation, regulations and other relevant material.
- Ensure that planning processes achieve an appropriate level of involvement and commitment from relevant internal and external stakeholders, including the community. This will include organising, attending and documenting meetings, forums and community engagement sessions.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

## Position Selection Criteria

### Essential

1. Tertiary qualifications in Urban Planning or tertiary qualifications in a related discipline and government experience as an urban planner.
2. Proven experience in the preparation, review and management of Section 7.11 and Section 7.12 Local Infrastructure Contributions Plans and planning agreements.
3. A high level of written and oral communication skills, including the ability to prepare clear, concise reports, deliver presentations and to conduct meetings.
4. Strong problem solving, research and analytical skills relating to urban policy and planning.
5. Demonstrated ability to work in a diverse team environment including team leadership skills.
6. Experience in project management including demonstrated ability to set objectives and priorities, organise and complete tasks, meet deadlines and manage budgets.
7. An ability to attend meetings outside regular office hours and a Class C Driver's Licence.

### Highly Desirable

1. Proven experience in the preparation and review of local environmental plans and development control plans, development policy procedures and guidelines.
2. Experience in local government and interpreting and applying the NSW Environmental Planning and Assessment Act 1979 to various situations.
3. An awareness of the priority strategic issues impacting on the Newcastle community requiring a response from Council.
4. Ability to participate in organisational change strategies, service delivery and policy reform.