

Position Description

Position Title:	Urban Planner	
Directorate:	Governance	
Service Unit:	Regulatory Planning and Assessment	
Salary Point:	13	
Position Reports To:	Urban Planning Section Manager	
Staff Management:	No	
Budget Responsibility:	No	
Date PD Reviewed:	August 2019	

Organisation Context of Position
<p>City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km². 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, CN has a variety of locations across the City and encompasses five groups who lead the vision to be a Smart Sustainable City through a Smart Organisation that puts people first. These include:</p> <ul style="list-style-type: none"> • Governance • Strategy and Engagement • City Wide Services • Infrastructure and Property • People & Culture <p>The purpose of the Governance Directorate is to provide legal compliance and advice to inform evidence-based decision making throughout and across CN including:</p> <ul style="list-style-type: none"> • 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, Planning & 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. <p>The Service Units and Elements that form the Governance Directorate are:</p> <ul style="list-style-type: none"> • Finance • Legal • Regulatory, Planning & Assessment • Transport, Traffic and Compliance <p>The purpose of the Regulatory, Planning & Assessment Service Unit is to ensure compliance to legislative requirements and provide advice to inform evidence-based decision making throughout and across CN.</p>

Workplace Health & Safety	
WHS RAA Level	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.	

Purpose

The 2030 Community Strategic Plan, developed in consultation with our community, identifies a liveable built environment as a focus area and strategic direction. We are aiming for an attractive city that is built around people and reflects our sense of identity. This is reinforced through CN's Local Strategic Planning Statement.

The Urban Planner position is within the Urban Planning Team which is part of the Regulatory, Planning and Assessment Service Unit. The team is responsible for formulating holistic, city-wide and place specific strategic urban land use policy and outcomes in CN consistent with the Community Strategic Plan.

This Position is responsible for:

- preparing specialist strategic land use and development policy advice to assist in the development and management of land use planning strategies and other strategic policy documents of CN.
- engaging with key stakeholders in translating our city-wide strategies into operational plans for service delivery
- assisting in fostering effective links with the community and other stakeholders to create an inclusive working relationship to address regional, city-wide and place specific issues for the City.

Position Responsibilities

- Contribute towards the development of CN's strategic urban planning instruments, strategies, policies, plans and reports.
- Ensure effective implementation and review of urban planning instruments, strategies, policies, plans and reports.
- Research analyse and report on State and Federal government policy, plans or legislative changes impacting on Newcastle and its surrounds.
- Provide concise and timely policy and planning advice.
- Contribute to, promote and enact CN policy and decisions.
- Maintain 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.
- Contribute positively to a cooperative and supportive multi-disciplinary team environment and the maintenance of overall team performance.
- Represent the service unit on internal and external committees, working parties and commissions of inquiry, particularly as they relate to urban planning.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

- Tertiary qualifications in urban planning or related discipline and experience in land use planning.
- Experience and demonstrated competence in the preparation of land use and planning policies and strategies, including planning instruments.
- Experience in applying the Environmental Planning and Assessment Act 1979.
- Ability to self-motivate and work as part of multi-disciplinary teams.
- Good written and oral communication skills, including the production of clear concise reports and ability to contribute to meetings and deliver presentations to a variety of audiences.
- Sound research and analytical skills relating to urban policy and planning.
- Ability to organise and participate in community engagement processes.
- Strong interpersonal skills and the ability to relate to a variety of people.
- Demonstrated ability to set priorities, organise tasks and meet deadlines.
- An ability to work outside regular office hours
- Current Class C Driver's Licence.

Desirable

- Statutory planning experience.
- An understanding of the local government environment and ability to handle sensitive issues.
- Experience in using innovative community engagement techniques.
- Ability to participate in organisational change strategies, service delivery and policy reform.