

## Position Description

Position title:	Senior Urban Planner
Directorate:	Governance
Service Unit:	Regulatory Planning and Assessment
Reports to:	Urban Planning Section Manager
Direct reports:	Nil
Salary point:	SP16
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle West
Date revised:	April 2021

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle (CN), which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Regulatory, Planning and Assessment (RPA)?

The RPA Service Unit is responsible for leading strategic land use planning, development assessment, regulatory and compliance functions and processes to facilitate, enable and regulate development and related activities across the Newcastle Local Government Area.

The RPA Service Unit ensures compliance with legislative requirements, provides advice and undertakes assessment to inform evidence-based decision making throughout and across City of Newcastle. The Service Unit has significant direct community and stakeholder engagement through its land use planning, development assessment and regulatory functions.

### What's the focus of this position?

This position will be responsible for managing the development and currency of strategic urban planning strategies, instruments, policies, plans and reports from inception to adoption by CN and implementation. This will include the management of large complex visionary projects, development of project plans, identification of resource requirements and engagement and management of consultants and the community.

**What you'll be doing:**

- Ensure effective implementation, monitoring and reporting of urban planning 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. This will include the formulation of options, recommendations and solutions to complex planning problems.
- Provide concise and timely policy and planning advice. This will include written advice, as well as representing CN at various meetings and forums.
- Contribute to, promote and enact CN policy and decisions.
- 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.
- Mentor and role model CN's CREW values for the ongoing professional development of the team.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

**The essentials you'll need:**

- Tertiary qualifications in Town Planning, Urban and/or Land Use Planning, Urban Geography, Urban Design or suitable qualification relevant to the field and/or extensive demonstrated capability through past employment experience
- Experience in designing and managing community engagement processes.
- Demonstrated strategic urban planning experience in the preparation of land use and planning strategies, instruments, policies, plans and reports.
- Proven ability to self-motivate and work independently, as well as, lead or be part of a team. This may include mentoring, coaching and leading other members within a multidisciplinary team and across CN.
- A high level of written and oral communication skills, including the production of clear concise reports, correspondence, deliver presentations to a variety of audiences and conduct and document meetings. This will include strong interpersonal skills in negotiation, facilitation and networking.
- Demonstrated problem solving, research and analytical skills relating to urban policy and planning.
- Effective project management skills including demonstrated ability to set objectives and priorities, organise and complete tasks, meet deadlines and manage budgets.
- An ability to work outside regular office hours and a Class C Driver's Licence.

**Other valuable skills you may have:**

- Strategic and statutory urban planning experience.
- A good understanding of the political environment and ability to handle sensitive issues.

- A practical understanding of the Integrated planning and reporting framework and role of Community Strategic Plans.
- Experience in preparing urban design guidelines.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	