

## Position Description

<b>Position title:</b>	<b>Lead Urban Planner</b>
<b>Directorate:</b>	Governance
<b>Service Unit:</b>	Regulatory Planning and Assessment
<b>Reports to:</b>	Urban Planning Section Manager
<b>Direct reports:</b>	Nil
<b>Salary point:</b>	SP17
<b>Work location:</b>	City Administration Centre, 12 Stewart Avenue, Newcastle West
<b>Date revised:</b>	March 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 (CN). 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?

The Principal Urban Planner supports the Urban Planning Team with advanced professional knowledge and technical expertise. The Principal Urban Planner is the Team's "go to" person for technical advice and assistance in preparing and implementing urban planning projects. The role will manage more complex urban planning projects as well as mentoring and assisting other team members.

**What you'll be doing:**

- Develop and deliver strategic plans and projects aligned to CN integrated planning and reporting framework and delivering outcomes for the community consistent with the strategic directions in CN's Community Strategic Plan.
- Provide expert advice and coordinate integrated responses to issues of a strategic nature within the Service Unit and organisation.
- Research, analyse and report on State and Federal government policy, plans or legislative changes impacting on Newcastle and its surrounds and devise recommendations to enact these changes.
- Monitoring, reviewing and analysing external trends, developments and legislation relative to the Service Unit and adopting appropriate improvement opportunities.
- Develop and ensure effective implementation of policies, plans and strategies to assist in the efficient and effective transition of these to operational plans and service delivery
- Support, assist and lead team projects including setting objectives and priorities, managing stakeholder relationships, meeting deadlines and managing budgets.
- Ensure that planning processes achieve an appropriate level of involvement and commitment from relevant internal and external stakeholders, including the community. This will include designing and managing community engagement processes.
- Establish and promote a customer-centric approach to CN and external customers and negotiate to achieve strategic outcomes, including representing CN on committees and working groups.
- Mentor and role model CN's CREW values for the ongoing professional development of the team and assist the Urban Planning Section Manager in establishing a performance-based team culture.
- From time to time you will be required to work outside regular office hours on occasion and attend CN meetings/workshops.
- 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:**

- Bachelor's Degree in Urban, Town or Regional Planning, Urban Geography or a related qualification, and/or demonstrated capability through past employment experience.
- Strong understanding and significant experience in addressing contemporary issues and trends in land use, urban design and public space planning.
- Extensive demonstrated experience in the preparation, amendment and implementation of local environmental plans, development control plans, urban strategies and planning reports with the ability to present to a variety of stakeholders including councillors, community members and state Government agencies.
- Proven leadership capabilities and skills to motivate and inspire a team to deliver outcomes and provide quality service within the identified timelines and scope of programs and projects.
- Ability to manage a diverse range of projects in a highly complex environment, involving the management of multiple stakeholders and delivery of projects in accordance with financial, scope, quality and time constraints.
- Excellent communication and interpersonal skills demonstrated by abilities in consultation, negotiation, conflict resolution, positive team participation, and the capacity to develop and manage effective relationships with all stakeholders and all levels of staff.
- Excellent knowledge of the NSW Environmental Planning and Assessment Act 1979 and other relevant legislation and regulations; and the ability to interpret and apply relevant legislation to various situations.

**Other valuable skills you may have:**

- Extensive strategic and statutory urban planning experience in Local Government.
- Knowledge of CN planning environment, or experience in urban renewal planning.
- Postgraduate qualifications in urban design or 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>	