

POSITION DETAILS

Position Title:	Senior Strategic Planner	Position Grade:	13
Department/Directorate:	Urban Strategy / City Planning & Environment	Position Status / Hours per Week:	Full Time / 35 Hours

PRIMARY PURPOSE OF THE POSITION

- To implement programs and projects determined by the City of Ryde (refer to the Delivery Plan, Local Strategic Planning Statement and Community Strategic Plan)
- To give effect to any resolution or policy adopted by Council as delegated by the Director and/or Manager Urban Strategy
- To develop and implement Council's strategic policy framework and programs
- To provide advice to departments within Council regarding strategic planning matters and the delivery of public domain projects
- To develop policies, controls and guidelines relating to planning matters and assist with managing the planning certificates
- To manage development matters relating to major development sites
- To prepare reports for Council/Committee agendas in accordance with corporate standards and timeframes
- To provide advice to the Executive Team and the Director regarding strategic planning policies and solutions
- To represent the Council at external Committees or working groups and build relationships with internal and external stakeholders
- To provide a high standard of customer service
- To prepare submissions or amendments to legislation and/or policy and procedures
- To prepare and assess planning proposals or amendments to planning instruments
- To undertake tasks and actions as directed by the Senior Coordinator, Manager and Director

SELECTION CRITERIA

Education / Qualifications

- Degree in Planning or a similar discipline
- Current Class C NSW Drivers Licence

Experience/Specific skills

- Knowledge and understanding of the Environmental Planning and Assessment Act and associated legislation.
- Demonstrated experience in preparing, assessing planning proposals and related administration.
- Demonstrated experience in preparing policies, controls and guidelines relating to planning matters and the public domain.
- Excellent written and oral communication skills including demonstrated ability to prepare specialist reports and to communicate specialist advice on complex matters to a broad range of stakeholders.
- Demonstrated experience in place management including working with the business and community sector.
- Demonstrated experience in project management in relation to developing, co-ordinating and managing projects, including consultant procurement.
- Demonstrated analytical, problem solving and investigative skills in relation to planning issues, policy development and infrastructure solutions.
- Demonstrated experience designing, undertaking and managing community consultation

Personal Attributes

- Able to influence and negotiate outcomes
- Team oriented approach
- Can-do attitude

Desirable Qualifications, Experience and/or Skills

- Demonstrated experience in integrated planning that balances urban design, traffic, ecological and social considerations
- Bi lingual language skills
- Knowledge and experience with software such as Content Manager, In-design, Word, Sketch-up or similar, Powerpoint, Microsoft Office suite

ORGANISATIONAL CHART**Supervisor:**

Manager
Urban Strategy

**Immediate
Supervisor:**

Senior Coordinator
Strategic Planning

Heritage
Planner
P/T x 1

Senior
Strategic
Planner
F/T x 1

Senior
Strategic
Planner
VACANT
F/T x 1

U.Designer
F/T x 1

Student
Planner
P/T x 2

SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Environment and Planning Group of the organisation.

- Land use plans and controls development
- Urban design development
- Statutory planning service

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

Employee's Name	
Employee's Signature:	
Date:	