

# Position Description

## Coordinator Strategic Planning

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** December 2023

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

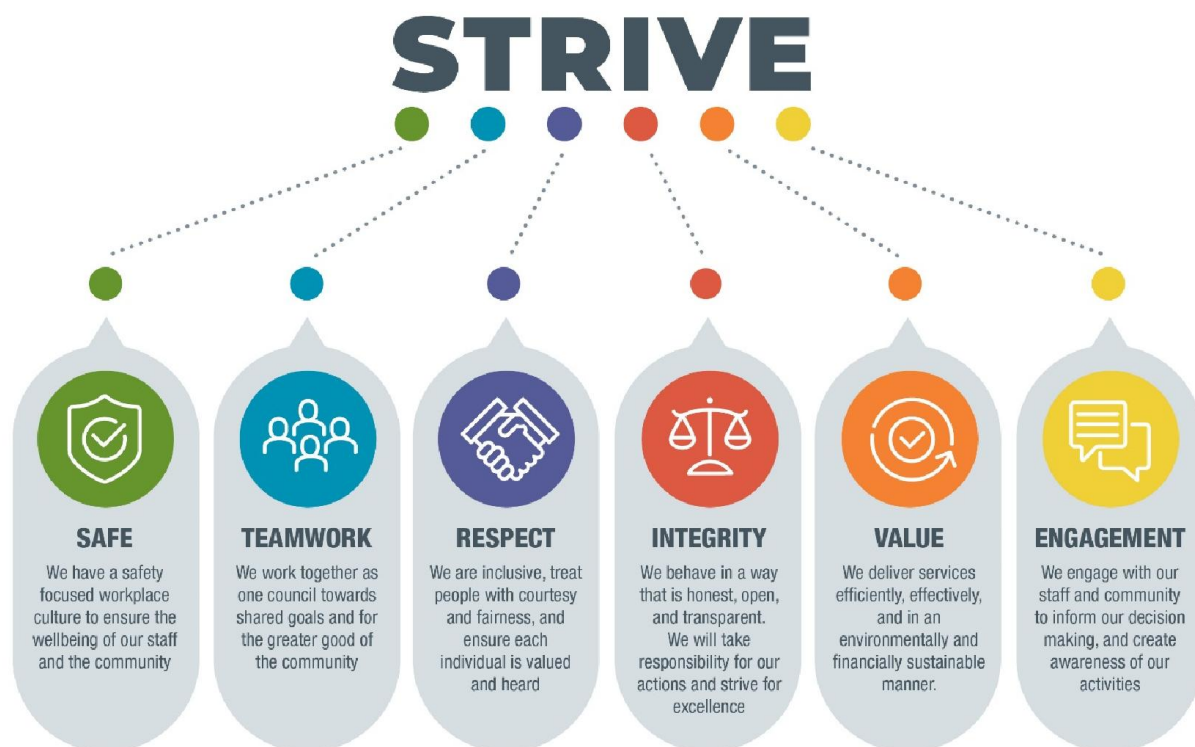
Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Environment & Planning
Section/Unit:	Development and Land Use Planning
Team:	Strategic Planning
Work base:	Grafton, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Manager Development and Land Use Planning
Level of support and supervision:	Some
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Direct supervision and mentoring of Strategic Planning Staff
Internal contacts:	All staff within Council
External contacts:	The general public, government agencies, private organisations, consultants and developers.

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	The acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Purpose of the position

To function as Council's principal coordinating strategic planner and provide specialist advice on progressive land use policy.

To lead a team of professional planners to:

- identify and prepare strategic policies and plans that create a robust planning framework for the future of the Clarence Valley
- provide clear direction and delivery of identified strategic planning projects that align with Council's forward planning documents
- coordinate strategic planning for public lands under Council control and management
- coordinate specialist advisory services in relation to Native Title management and Aboriginal land claim matters

To provide a coordinating link between the Strategic Planning Team and the Manager Development and Land Use Planning.

## Major duties and responsibilities

Undertake and coordinate a broad range of strategic land use planning strategies and policy formulation, including local environmental planning instruments (LEPs) and development control plans (DCPs), that are aligned with Council's corporate objectives and plans, such as Council's Operational Plan and Local Strategic Planning Statement.

Provide progressive, creative and targeted strategic planning vision for the Clarence Valley, whilst ensuring that the planning functions meets statutory and legislative obligations, including the *Environmental Planning and Assessment Act 1979*.

Deliver best practice engagement and build constructive relationships with stakeholders, including the general public, development industry, government agencies, community organisations and Aboriginal people and community groups in strategy and policy development.

Partner in organisational change and develop procedures, policies and system improvements to adopt a "continual improvement" approach to the delivery of strategic planning, with a focus on leading a team that provides exceptional customer service.

Keep informed and share information about the constantly changing NSW planning framework, innovative planning solutions and best-practice reform.

Provide specialist strategic planning input to natural resource management planning policy, coastline and estuary management plans, including understanding the effects of climate change.

Provide effective coordination and maintenance of Council's development contribution planning in line with Council's adopted plans and strategies, legislation and directions from State Government.

Collaborate across the council to integrate Council's statutory and non-statutory planning documents and policies across the organisation, with particular emphasis on linkage to Integrated Planning and Reporting principles of the *Local Government Act 1993*.

Oversee the preparation of plans of management for Crown and Council reserves.

Ensure that Council's legislative responsibilities Native Title are carried out in relation to the Crown *Land Management Act 2016*, as well as other Council functions and activities, by performing the role of Council's support Native Title Manager under the *Crown Land Management Act 2016*.

Manage projects that entail the use external contractors and consultants in accordance with Council's Project Management Framework.

Oversee the maintenance of information of Council's Planning Certificates function to ensure accurate and timely service.

Provide strategic planning advice to support Development Assessment processes.

Attend and/or assist in the Land and Environment Court matters as required.

## Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

### Education and knowledge

Tertiary qualifications or equivalent in town planning, natural resource management or a related discipline; **or** equivalent relevant industry experience in a related discipline.

### Essential selection criteria

Detailed knowledge of the NSW Environmental Planning and Assessment Act 1979, the rezoning and LEP/DCP processes, and/or relevant equivalent knowledge from another jurisdiction.

Working knowledge and understanding of the current legislation governing Native Title, or willingness to attain through development opportunities.

### Licences/tickets, clearances, membership

Current Drivers Licence.

### Experience

Demonstrated relevant depth of experience in strategic planning and policy development.

Demonstrated staff management experience in delivering projects within scope, on time and on budget.

### Position related skills

Well developed computer literacy in email and internet programs and intermediate proficiency in Microsoft word.

Demonstrated well developed written and verbal communication skills (written, verbal and interpersonal) and negotiation/mediation skills.

### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values.

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

### Education and knowledge

Additional tertiary qualifications in a related field or Postgraduate or higher qualifications in relevant field of study.

Acquired knowledge and/or skills in areas such as climate resilience, infrastructure planning, economic development and/or community development.

Demonstrated experience in delivering community engagement events.

### Licences/tickets, clearances, membership

Eligibility for membership of the Planning Institute of Australia.

### Position related skills

Demonstrated well developed conflict resolution skills.

### Physical requirements of the position

Frequent use of computer keyboard

Physically capable of carrying out site inspections

Frequent driving

**Other features of this position may include**

Attendance at public meetings/forums and Council Meetings as required.

**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: ..... Date .....  
*Employee*