

# Position Description

## Senior Strategic Planner (Policy)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** May 2019

### 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 14 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Environment, Planning & Community
Section:	Environment, Development & Strategic Planning
Team:	Strategic Management
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:	Strategic Planning Coordinator
Level of support and supervision:	Low
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Indirect supervision of the Strategic Planner
Internal contacts:	All Sections of Council
External contacts:	General public, Government agencies, regional organisations, contractors, 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



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent use of computer keyboard

Frequent driving

Prolonged periods of sitting

### Purpose of the position

Prepare, review and maintain key statutory planning instruments.

Provide policy advice and strategic solutions to key issues affecting strategic planning for the Clarence Valley

Manage the planning proposal process for rezoning applications or planning instrument review.

Responsibility for management, monitoring and review of Council's developer contribution obligations.

### Major duties and responsibilities

Play a major role in the development and management of Council's planning instruments and policies.

Prepare, review and provide advice on a range of environmental planning instruments including comprehensive and major LEPs, and DCPs as well as the following Council policies, planning strategies and other strategic documents and plans as required by relevant legislation.

Provide strategic planning advice on development applications and pre-lodgement advices.

Check and sign Planning Certificates.

Manage external consultants.

Undertake research including review of legislation to identify strategic planning needs, and develop recommendations on appropriate strategies for meeting these needs

Attendance at the Land and Environment Court as required.

Act as delegate and represent Council on relevant industry bodies

Assist in the preparation, implementation and monitoring of the annual budget

Manage relevant development contributions funding requests, including reporting for decision through Council's management structure.

Prepare detailed reports and correspondence and oral and written advice to Council and Management on contemporary planning issues.

Complete strategic planning projects as delegated

Assist others with workloads as able and undertake other duties as required, including participating in Council's duty planner roster.

### 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 in town planning or a related discipline; **or** equivalent relevant industry experience

#### Licences/tickets, clearances, membership

Current drivers licence

#### Experience

Demonstrated experience in strategic planning and policy development

Demonstrated experience in preparing/assessing complex development proposals

#### Position related skills

Demonstrated well developed written communication skills, and ability to apply in a range of contexts

#### 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

Comprehensive knowledge of Part 3 of the Environmental Planning and Assessment Act 1979

#### Licences/tickets, clearances, membership

Eligibility for membership of the Planning Institute of Australia

#### Experience

Demonstrated experience in preparing development contributions (Section 7.1) Plans and managing the review and monitoring of existing plans

Demonstrated experience in the drafting of Council wide comprehensive LEPs and DCPs including major or complex planning instruments

Demonstrated experience in the preparation of other planning documents including local strategic planning statements, local growth management strategies and employment land strategies.

Demonstrated understanding of the development approval process and issues

#### Position related skills

Well developed mediation and negotiation skills

Demonstrated high level verbal and interpersonal communication skills

Sound research skills demonstrating an ability to interpret and identify issues affecting the local economy

Demonstrated project management skills

**Other features of this position may include**

A requirement to attend meetings and work on special projects as needed, including work outside normal working hours

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**Generic performance requirements**

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

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

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

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**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.

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**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*

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