

Position Description

Senior Strategic Planner (Policy)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: January 2022

Salary and conditions

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

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| 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

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|-----------------------------------|--|
| Directorate: | Environment & Planning |
| Section/Unit: | Development and Land Use Planning |
| Team: | Strategic Planning |
| Work base: | Grafton, however this may change should business needs identify other work locations to be more appropriate to deliver our services in the future. |
| Position responsible to: | Coordinator Strategic Planning |
| 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 staff within Council |
| External contacts: | General public, Government agencies, regional organisations, contractors, developers |

Vision, mission and values

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|---------------------|---|
| Our vision: | To make the Clarence Valley a community full of opportunity |
| Our mission: | To plan and deliver services valued by the community |
| Our values: | the acronym ' STRIVE ' 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

Identify, prepare and maintain strategic policies and plans that create a robust planning framework for the future of the Clarence Valley

Delivery of identified strategic planning projects that align with Council's forward planning documents

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

Prepare, review and maintain 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 advice for the Clarence Valley, whilst ensuring that the planning functions meet statutory and legislative obligations, including the *Environmental Planning and Assessment Act 1979* (EP&A Act).

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

Be responsible for development contributions functions in line with Council's adopted plans and strategies, legislation and directions from State Government.

Deliver best practice engagement and assist in building constructive relationships with internal and external stakeholders.

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

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

Provide strategic planning advice to support Development Assessment processes.

Act as delegate and represent Council on or to relevant industry bodies.

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

Check and sign Planning Certificates.

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

Attend the Land and Environment Court 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

Detailed knowledge of the EP&A Act, the rezoning and LEP/DCP processes, contemporary planning practices and issues.

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in strategic planning and policy development

Position related skills

Essential selection criteria

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

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

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

Licences/tickets, clearances, membership

Eligibility for membership of the Planning Institute of Australia

Experience

Demonstrated experience in preparing development contributions plans and managing the review and monitoring of existing plans (Part 7 EP&A Act)

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

Physical requirements of the position

Frequent use of computer keyboard

Physically capable of carrying out site inspections

Prolonged periods of sitting

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

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
