

Introduction

This position description offers a concise account of the general nature of the work that the City of West Torrens (CWT) requires to be undertaken, including the type and range of skills, qualifications and experiences that we believe you should possess in order to competently undertake the duties. It is not an exhaustive list of responsibilities, criteria or outcomes as your role within CWT is a dynamic one. We understand that people and positions change and develop over time, so this position description is considered a 'living document'; your active involvement in the evolution of this position is important.

Position environment

This position provides important and valued services that contribute towards Council's objectives and goals for its community, which are clearly defined in the Community Plan 2030.

Council's Vision: Committed to being the best place to live, work and enjoy life.

Council's Mission: To strive for excellence in servicing our diverse community.

Community Plan 2030

In addition to the Vision and Mission Statement, the Community Plan details Council's direction for our city, including our focus areas and strategic objectives which together form an integral part of Council's broad planning approach. You can view the community plan at <https://www.westtorrens.sa.gov.au/Council/The-City-of-West-Torrens/Community-Plan>

Our culture

The CWT has adopted a culture of continuous improvement and inspiring and motivating people to achieve excellence.

Through our culture we aim to:

- Care for and value our people, assets and community.
- Encourage balance between life and work.
- Treat people fairly, equitably and respectfully.
- Provide exceptional customer experiences.
- Act with integrity and hold ourselves and others accountable.
- Actively encourage learning, growth and being open to change.
- Communicate, collaborate and work as one.
- Recognise and celebrate achievements.
- Continually pursue excellence.
- Put safety first in all we do.

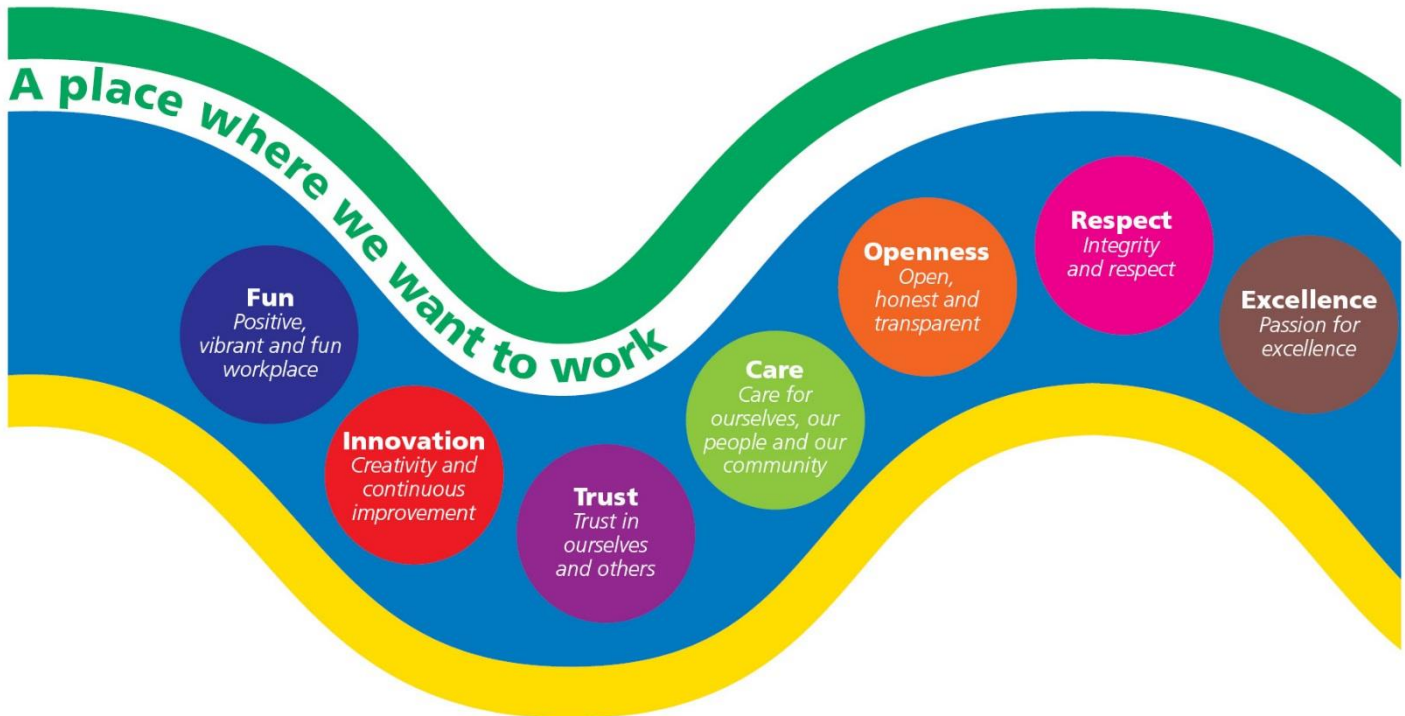
By signing this position description, you agree to be part of a team that embraces positive culture.

Make a difference in
your community.

[westtorrens.sa.gov.au](https://www.westtorrens.sa.gov.au)



Our Culture



Our culture is one where we:

- Care for and value our people, assets and community
- Encourage balance between work and life
- Treat people fairly, equitably and respectfully
- Provide exceptional customer experiences
- Act with integrity and hold ourselves and others accountable
- Actively encourage learning, growth and being open to change
- Communicate, collaborate and work as one
- Recognise and celebrate achievements
- Continually pursue excellence
- Put safety first in all we do.

Our leaders model the culture through inspiring and motivating people to achieve excellence.

Leaders at the City of West Torrens:

- Provide clarity of direction and clear expectations
- Are open minded, collaborative and receptive to new ideas
- Act with integrity and hold themselves and others accountable
- Proactively drive exceptional customer experience
- Are visible and approachable
- Value, trust and empower people
- Give and receive timely constructive feedback
- Acknowledge and recognise achievements and efforts
- Actively encourage opportunities for learning and development.

POSITION DESCRIPTION

POSITION NUMBER	1399
POSITION TITLE	Strategic Planner
STREAM	Administrative
CLASSIFICATION	MSO Level 5
DEPARTMENT	Strategy and Business
DIVISION	Business and Community Services

1. PURPOSE

Contribute to and support economic development, land use policy and corporate planning projects that support regional partnerships and inform Council's strategic planning program. Ensure that environmental, social and economic aspirations and goals of Council and the community are reflected in economic development, land use policy and other strategic documents.

2. POSITION OBJECTIVES

- Support the implementation of plans and related policy, projects and responses that assist the delivery of Council's Community Plan 2030 and City Strategy Service Plan, with a particular focus on the Community Plan themes of City Prosperity and Built Environment.
- Support the development and implementation of economic development projects and strategies, land use policy, plans, documents, consultation and projects to achieve the City of West Torrens Community Plan, strategic management plans and Strategy Team Service Plan.
- Respond to and report on economic development, heritage and corporate planning directions set by Council's Elected Members and Executive, and as varied from time to time by relevant Ministers and/or legislation/regulations.
- Support awareness and understanding of current and emerging economic development issues and practices, and the use of relevant information to improve Council's performance towards strategic planning objectives.
- Undertake work in a collaborative manner with a range of staff, contributing to technical knowledge and advice in support of Council's internal operations and customers.
- Actively participate in integrated Strategy and Business department and collaborative Strategy team planning for environmental, social, cultural and economic sustainability.

3. POSITION RESPONSIBILITIES

- Provide assistance to the Team Leader Strategy on economic development, heritage programs, service planning and budgetary requirements, and contribute to future directions and strategies.
- Support implementation of the Strategy Team's economic development work program, linking with the neighbouring Council partners in the Western Region Alliance.

<ul style="list-style-type: none"> • Responsible for the development and implementation of economic development projects and strategies, programs and regional partnerships to achieve the City of West Torrens Community Plan, strategic management plans and Strategy Team Service Plan. • Provide information, guidance and advice to internal and external customers, government agencies, and departments in relation to economic development matters, including the development of material/website content to assist with the implementation of any new initiatives. • Assist and support colleagues in the Strategy Team, and work collaboratively towards strong team capability and performance. • Work collaboratively with members of the broader Strategy and Business Department, Urban Services, the Office of the Mayor and CEO and other relevant staff across the organisation as required. • Coordinate and/or contribute to the development of responses to external plans, policies and documents in line with Council's strategic directions. • Maintain an awareness of trends and issues relevant to economic development, urban development, built and natural environments, and provide specialist advice across the organisation as required by Team Leader of Strategic Planning and/or Manager of Strategy and Business. • Develop and deliver timely and effective projects with internal partners and with the private and public sector. • Ensure accurate and high quality reports, documents and records in relation to all activities. • Adequately manage any corporate records created and received according to CWT policies, procedures and legislation. • Positively contribute to the success of the organisation's culture.

4. REQUIREMENTS OF THE POSITION

4.1 Qualifications

Essential	<ul style="list-style-type: none"> • Tertiary qualifications in Economic Development or Urban and Regional Planning or another relevant tertiary qualification for the role. • Class C Drivers Licence. • Current National Police Clearance.
Desirable	<ul style="list-style-type: none"> • Qualifications in project management, business administration, government policy, or similar. • Membership of Economic Development Australia (or similar organisation).

4.2 Personal Skills

Essential	<ul style="list-style-type: none"> • An ability to make a difference to the community through effective strategic planning and economic development. • An ability to develop, maintain and enhance productive working relationships with key stakeholders, including Government agencies, the business community, community groups and relevant industry/sector organisations. • Well-developed listening, verbal and written communication skills, including ability to prepare clear and accurate reports.
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	<ul style="list-style-type: none"> • Self-awareness and high level interpersonal skills, including the capacity to engage and influence others, and maintain excellent working relationships across and beyond the organisation and sustain regional partnerships. • Skills in stakeholder consultation and engagement. • Well-developed forward planning and strategic thinking skills. • Ability to manage projects, work to identified outcomes, and produce results in a timely manner. • Very good problem solving, negotiation and reporting skills. • Ability to use professional judgement to prioritise task and organise a diverse workload. • Ability to work as an effective member of an optimistic, creative and good humoured team. • Computer skills including Microsoft Office computer packages, Word, Excel, PowerPoint, internet and email. • Demonstrate, lead and drive a commitment in delivering a high quality customer experience in all interactions (internally and externally). • At all times act in a manner that is non-threatening, courteous and respectful as the CWT has committed to undertake White Ribbon Accreditation. • Possess commitment to the principles and practice of: <ul style="list-style-type: none"> ○ Work Health Safety and Injury Management / Risk Management. ○ CWT Culture. ○ Equal Employment Opportunity. ○ Quality Management and Continuous Improvement.
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Desirable	<ul style="list-style-type: none"> • Ability to interpret geographic information systems and create basic mapping. • Demonstrated ability to manage complex political environments.
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4.3 Experience	
Essential	<ul style="list-style-type: none"> • Experience in economic development. • Experience working in local government - preferably in an economic development, or strategic planning role. • Project coordination as a leader of, or contributor to, a team. • Experience in the preparation of reports, agenda items and general correspondence.

Desirable	<ul style="list-style-type: none"> • Experience in the selection and management of consultants. • Experience in main street management and place making. • Experience in built heritage/ economic/ corporate development and planning.
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4.4 Knowledge	
Essential	<ul style="list-style-type: none"> Knowledge of the Development Act 1993 and Development Regulations 2008, and other legislation related to the role. Working knowledge of Development Plans and Planning and Design Code and the Planning Development and Infrastructure Act 2016. Knowledge of community and environmental sustainability.

Desirable	<ul style="list-style-type: none"> Knowledge of the Local Government Act and Council Policies applicable to the activities of the position. Knowledge of continuous improvement/ business excellence and/or LEAN.
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Si4.5 Special Conditions	
Essential	<ul style="list-style-type: none"> Some out of hours work may be required. You may be required to carry out other duties as directed which are within the appropriate classification level and commensurate with skills and abilities. You will be required to provide evidence of your 'up to date' Covid-19 vaccination status when requested.

5. REPORTING RELATIONSHIPS
<ul style="list-style-type: none"> Reports to Team Leader Strategic Planning.

6. AUTHORITY AND ACCOUNTABILITY
<ul style="list-style-type: none"> Authority to work within the scope of this position description.

7. WORK HEALTH AND SAFETY (WHS)	
All Workers	<p>You must take reasonable care to protect your own health and safety, and the health and safety of others who may be affected by your actions or omissions at work.</p> <p>In particular you must:</p> <ul style="list-style-type: none">• Comply with statutory and organisational requirements, procedures and rules implemented to protect the health and safety of workers at the workplace including the public.• Use equipment provided to protect health and safety.• Follow reasonable instructions provided on health and safety.• Ensure you are not affected by alcohol or drugs so as to endanger yourself or others.• Report injuries, incidents, hazards and property damage.

	<ul style="list-style-type: none"> • Participate in activities associated with the management of workplace health and safety. • Attend identified WHS training for your position.
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8. PERFORMANCE STANDARDS

The performance of the incumbent will be measured by:

- Achievements in accordance with the Strategy and Business Departmental Service Plan and the incumbent's Performance Partnering Development Program (PPDP).
- The extent to which position responsibilities are achieved.
- The degree of professionalism, flexibility displayed.
- Reliability, quality and courteousness of service delivered.
- Effective teamwork and contribution to the achievement of team goals.

Responsible Manager: *(Position)*

Manager Strategy and Business

Signature:

Date:

Employee Name: *(Incumbent)*

Signature:

Date: