

## POSITION DESCRIPTION

<b>Position Title:</b>	Strategic Planner (Developer Contributions)	<b>Position Code:</b>	SP
<b>Division:</b>	Planning and Environment	<b>Grade:</b>	I
<b>Location:</b>	Dubbo / Wellington	<b>Hours/Week:</b>	35
<b>Reports to:</b>	Manager Strategic Planning Services		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

The Strategic Planner (Developer Contributions) is responsible for Council achieving its responsibilities in respect to developer contributions and to provide effective and efficient liaison with developers, members of the public, Council Officers and stakeholders whilst facilitating the continuing sustainable development of the Dubbo Regional Local Government Area.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Customer Service	<ul style="list-style-type: none"> <li>By the maintenance of good public relations promote the image of Council as an effective and efficient organisation</li> <li>Provide advice on the interpretation of Council's Developer Contributions Plans</li> <li>Provide advice on the interpretation of any applicable Planning Agreements</li> <li>Provide advice on Statutory Planning matters as required.</li> <li>Participate in meetings with stakeholders as required</li> </ul>
Developer Contributions	<ul style="list-style-type: none"> <li>Prepare, implement and monitor Council's Developer Contributions Plans in consultation with the Manager Strategic Planning Services.</li> <li>Maintain records of developer contributions in accordance with the requirements of the Environmental Planning and Assessment Act, 1979</li> <li>Prepare reports and correspondence in respect of developer contributions, including but not limited to Council reports, briefing papers and associated correspondence for internal and external stakeholders</li> <li>Provide advice to Council's statutory planners and the organisation in respect of developer contributions, including the background and reasoning behind the calculation of contributions</li> <li>In consultation with the Manager Strategic Planning Services, guide the organisation in the use and management of developer contributions</li> </ul>
Policy Development & Review	<ul style="list-style-type: none"> <li>Undertake development and review of strategic landuse strategies and policies as they directly relate to developer contributions.</li> </ul>

### Key Accountabilities / Duties

	<ul style="list-style-type: none"> <li>Undertake reviews as required of Council's suite of developer contributions plans, policies, business management practices and other items that relate to developer contributions.</li> </ul>
Planning Agreements	<ul style="list-style-type: none"> <li>In consultation with the Manager Strategic Planning Services be actively involved in the preparation and implementation of Planning Agreements</li> <li>Ensure Planning Agreements are processed in accordance with legislative and policy requirements</li> <li>In consultation with the Manager Strategic Planning Services, maintain Council's Infrastructure Services Impacts Model.</li> <li>Prepare reports and correspondence in respect of Planning Agreements, including but not limited to Council reports, briefing papers and associated correspondence for internal and external stakeholders</li> </ul>
Education & Engagement	<ul style="list-style-type: none"> <li>To ensure proactive communication, education and engagement with developers, builders, consultants, the real estate industry and the wider community with the objective of facilitating the continuing sustainable development of the City.</li> <li>To ensure proactive communication and engagement is undertaken with members of the local development industry to educate members in respect of the developer contributions system</li> </ul>
Strategic Planning Services Team Support	<ul style="list-style-type: none"> <li>Participate and contribute to an effective and productive team</li> <li>Undertake any other duties as requested by the Manager Strategic Planning Services or the Director Planning and Environment.</li> </ul>

### Inherent Requirements of the Position

- Class C Drivers licence.
- A pre-employment assessment is required.
- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- The position is provided with a DRC mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.

### Selection Criteria

#### Essential

- Bachelor Degree in Planning, Environmental Science, Geography, Accounting or a related discipline
- Commitment to exceptional customer service
- Sound analytical and problem solving skills
- Sound knowledge of the NSW Planning System and the Developer Contributions system

5. Well- developed computer skills, including Microsoft Office and spreadsheet applications
6. Well- developed written and oral communication skills

Desirable

7. Experience in a similar role in a Local Government context
8. Demonstrated post graduate industry experience

### Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• Customer focused: We are passionate about serving our community and creating a great place to live</li> <li>• Integrity: We act with integrity and professionalism and we are accountable to deliver the results we promise</li> <li>• One team: We work as one team and partner with others to deliver more than we can achieve alone</li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or Human Resource Services within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

**Acceptance:**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: