

POSITION DESCRIPTION

STRATEGIC PLANNER

Position Number:	222102
Department:	Assets & Amenity
Division:	Development
Location:	2 Pope Street, Bannockburn
Reports to:	Strategic Planning Team Leader
Supervises / Manages:	Nil
Employment status:	Temporary Full Time until March 2022 (linked to a Flexible Work Agreement)
Classification:	Band 6 plus applicable superannuation guarantee
Qualification period:	Six months
Date:	May 2018

POSITION OBJECTIVES

- Play a lead role in the initiation and development of land use policy for the Golden Plains Shire Council.
- Maintain, review and amend the Golden Plains Planning Scheme so that it implements Council's visions and aspirations for the future.
- Coordinate Strategic Planning projects.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Strategic Planning Team Leader
Directly Supervises:	Nil
Coordinates:	Casual staff, external consultants
Internal Liaisons:	Planning Team, Development Unit, Works Unit, other Council Staff and Councillors
External Liaisons:	State Government Agencies, Department of Environment, Land, Water and Planning, Service Authorities, members of the public, ratepayers, developers, applicants, consultants, solicitors, other municipalities and Federal Government agencies

KEY RESPONSIBILITIES AND DUTIES

Strategic Planning Functions

- Develop the Golden Plains Planning Scheme so that it implements Council's vision and aspirations for future land use and development
- Coordinate planning scheme amendments including preparing, exhibiting, assessing and adopting pursuant to the requirements of the Planning and Environment Act 1987
- Examine applications for amendments to the planning scheme, including rezoning requests and report to Council with recommendations
- Coordinate and assist in the review of the Golden Plains Planning Scheme including the Municipal Strategic Statement and Town Structure Plans
- Prepare and implement strategic plans, studies, guidelines and policies
- Prepare and present submissions to planning panels and the Victorian Civil and Administrative Tribunal on behalf of Council
- Represent Council in public planning forums and planning mediation meetings
- Examine complex planning applications for the use, development and subdivision of land that relate to defined policy outcomes and report to Council with recommendations, in consultation with the Development Manager and Team Leader - Planning
- Administer Council's strategic planning related responsibilities under the Planning and Environment Act 1987, Subdivision Act 1988 and the Golden Plains Planning Scheme in an effective and efficient manner
- Prepare reports on particular planning issues that arise for Council, the Development Manager and the Director, Assets and Amenity
- Provide specialist advice in strategic land use planning

Consultation and Customer Service

- Coordinate consultation with respect to planning issues and proposed policy or development projects
- Ensure the community benefits from an integrated approach to land use planning in terms of economic, social advantage as well as preservation and protection of the environment.
- Provide information on planning to the general public, government authorities, the business sector and community groups upon request.
- Establish positive communication and rapport with clients and the general public and educate and promote the need for compliance with the various statutes, legislation, local laws and policies.
- Provide an information base for Council, the community, government agencies, project managers of development proposals and the business sector regarding strategic plans, structure plans and policies.
- Provide feedback to the community on the outcome of projects.

Project Management and Administration

- Prepare and manage project briefs, lead project teams and coordinate and oversee project consultancies.
- Develop procedures and systems to enable the efficient and effective processing of planning scheme amendments, planning policy and associated legislative issues.

General Responsibilities

- Provide input into policy development and performance targets with the Development Unit.
- Commitment to and understanding of the Council's Risk Management Policy.
- Contribute to Council's Development Unit through efficient, effective and customer focussed skills.
- Contribute to the development of the Development Unit's objectives, as well as the corporate goals of Council.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.

Corporate Responsibilities

- Promote excellence in customer service and in conjunction with the Strategic Planning Team Leader, identify, review and implement strategies to improve service quality and efficiency.
- Maintain strong team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of Council's property and assets and maintain a commitment to the care of all Council's property and assets.
- Participate as directed in training and education to maintain an up to date knowledge of emergency management responses.
- Provide administration, logistics and specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The position's prime responsibility is the provision of specialist strategic land use advice to clients and members of the public.
- Freedom to act is subject to regulations, policies and regular supervision. The effect of decisions and actions taken in this position on individual clients may be significant but it is usually subject to appeal or review by the Development Manager.
- The position has formal input into strategic land use planning policy development.

JUDGEMENT AND DECISION MAKING

- Independence in decision making, problem solving and policy development based on specialised knowledge and skills.
- The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Ability to think methodically, to design, plan and manage projects.
- Guidance and advice are usually available from the Strategic Planning Team Leader.

SPECIALIST SKILLS AND KNOWLEDGE

The position requires:

- Proficiency in the application of planning theory, including the underlying principles as distinct from the practices.

- An understanding of long term goals of the Development Unit and an appreciation of the relevant policies of both the Unit and the Council.
- A familiarity with budgeting techniques.

MANAGEMENT SKILLS

The Strategic Planner will have:

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources and time available.
- The ability to coordinate, monitor and report on multiple projects.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

INTERPERSONAL SKILLS

The position requires:

- The capacity to present information, negotiate outcomes and resolve conflicts.
- The ability to gain co-operation and assistance from clients, members of the public, consultants and contractors.
- The officer must be able to liaise with counterparts in other organisations to discuss specialist matters and with employees in other functions within the organisation to resolve intra-organisational problems.
- The ability to prepare clear and concise reports to management as required, and the preparation of external correspondence on all matters relevant to the position.

OCCUPATIONAL HEALTH AND SAFETY

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
- Promote and champion a culture of safety within the workplace.

RISK MANAGEMENT

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:

- Participate in risk assessments.

- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.

RECORDS MANAGEMENT

- Understanding records management obligations and responsibilities.
- Responsible for ensuring compliance with Council records management processes.
- Making and keeping accurate and complete records of business activities and decision making.
- Creating records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

EQUAL OPPORTUNITY

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

CHILD SAFE STANDARDS

Golden Plains Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

PRIVACY AND CONFIDENTIALITY

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy and Data Protection Act 2014, the Health Records Act and Council's Information Privacy and Health Records policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

OTHER REQUIREMENTS

- Tasks within this role are often required to be undertaken in the evenings or on weekends. Any such attendance will form part of the core working hours per week. Where weekly hours are expected to exceed the core hours, with the prior approval of the Team Leader / Manager, additional hours may be worked and accumulated as time in lieu. Time in lieu will be hour for hour and shall be recorded and taken within one month in accordance with Council's Enterprise Agreement.
- Employees must comply with Golden Plains Shire Council's Employee Code of Conduct.
- Completion of a pre-employment Disclosure of Pre-existing Injury or Disease form.
- A current Australian driver licence.
- Maintaining a satisfactory National Criminal History Check.

QUALIFICATIONS AND EXPERIENCE

The skills and knowledge required in this position would be gained through completion of a tertiary qualification in Land Use Planning or a related discipline with relevant experience. This includes;

- Experience in strategic and statutory planning.
- Experience in preparing and assessing planning scheme amendments.
- Experience in facilitating major planning application projects.
- Experience in the preparation of project briefs, managing consultants and project management.
- Experience and skills associated with dealing with public and internal enquiries.
- Experience in initiating, implementing and responding positively to change.

KEY SELECTION CRITERIA

1. Demonstrated experience in strategic planning, preferably in local government (experience in statutory planning is an advantage).
2. Demonstrated understanding of the *Planning and Environment Act 1987* and other related legislation and regulations.
3. Demonstrated experience in preparing and undertaking planning scheme amendments and thorough understanding of the planning scheme amendment process.
4. High level interpersonal and communication skills with the ability to liaise effectively with a broad range of people including Council, consultants and tribunals/panels on specialist planning matters.
5. Demonstrated ability to effectively undertake and manage multiple projects at any one time including experience in writing project briefs, managing consultants and undertaking stakeholder consultations.
6. Ability to contribute positively to a busy high performing team and also undertake autonomous tasks and projects.
7. Demonstrated experience in the preparation and presentation of reports and recommendations to executive leadership groups.

Police Check results that are suitable for this position (will be arranged by Golden Plains Council).

APPROVAL

Prepared By:	Laura Wilks – Strategic Planning Team Leader
Approved By:	Eric Braslis – Chief Executive Officer
Reviewed By (P&C):	Brooke Holmes – Human Resources Team Leader
Date:	May 2018
Employee Acceptance: (name and signature)	
Date:	

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.