

# Position Description

## CORPORATE INFORMATION

<b>Position Title</b>	Strategic Planner		
<b>Directorate</b>	Community Sustainability	<b>Branch/Section/Unit</b>	Planning
<b>Position Number</b>	1346	<b>Level</b>	5
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section		
<b>Line Manager</b>	Coordinator Strategic Planning		
<b>Direct Reports</b>	Nil		

## SCOPE OF POSITION

### Position Summary

To contribute to the timely review of the Gympie Regional Council Planning Scheme in line with legislative requirements and develop land use planning policy to support Council's vision and a liveable, prosperous, well designed and sustainable region.

To provide support for major strategic projects to strengthen local communities, boost the local economy and reinforce a sense of place, through a focus on streetscape and public domain improvements.

### Expected Deliverables/Key Performance Indicators

- To meet Council endorsed timeframes surrounding the Planning Scheme Amendment cycles.
- To meet required legislative review of Planning Scheme by 2023.

### Responsibilities of the Role

- Contribute to the preparation, enhancement, implementation and maintenance of Council's strategic planning policy framework, including Planning Scheme review.
- Contribute to the delivery of effective community engagement processes to inform Planning Scheme review, strategic planning policy development and project outcomes, as well as meet statutory obligations.
- Develop and maintain productive and positive professional relationships with key internal and external stakeholders, including government agencies.
- Provide advice on matters relating to Council's Planning Scheme.

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- Assist in delivering an internal training program on major Planning Scheme amendments and a new Planning Scheme.
- Contribute to corporate processes relative to the Planning Strategy and Major Projects Branch.
- Support departmental productivity and process improvements by assisting Continuous Improvement projects within the Planning and Development Directorate.

## **Mandatory Licence/Competency (Ticket) Requirements**

- Queensland 'C' Class driver's licence or above that is current and maintained

## **Essential Knowledge/Skills/Qualifications Criteria**

- Qualifications (Post Graduate Degree, Degree, or Post Graduate Diploma) in planning recognised for corporate membership by the Planning Institute of Australia, or equivalent experience in planning related positions.
- Demonstrated experience preparing strategic planning policy and providing technical advice on matters relating to the local government planning framework.
- Highly developed knowledge of the statutory requirements relevant to the role and the ability to translate these requirements into Planning Scheme drafting.
- Demonstrated ability to work autonomously as well as within a multi-faceted team to contribute to the delivery of the Branch's priorities.
- Demonstrated ability to manage time effectively, identify workload priorities and meet deadlines.

## **Desirable Knowledge/Skills/Qualifications Criteria**

- Highly developed oral and written communication skills and demonstrated ability to use these to negotiate positive outcomes.
- Technically proficient in using software and programs to support strategic planning policy development and project delivery, including but not limited to Geographic Information Systems and Project Management software.

## **Physical Requirements of the Position**

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

## **Special Requirements**

- Occasional out of hours work (including weekends).

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## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

### Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

### Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

### Council's Vision

To be the *natural* choice to live, work and play.

### Council's Values

**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect Council's guidelines and practices at all times.

**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

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**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*