

# Position Description

## CORPORATE INFORMATION

<b>Position Title</b>	Coordinator – Planning Scheme Program – (Planning Strategy and Major Projects)		
<b>Directorate</b>	Planning and Development	<b>Branch/Section/Unit</b>	Planning Strategy and Major Projects
<b>Position Number</b>	1424.1	<b>Level</b>	7
<b>Award</b>	Queensland Local Government Industry Award – 2017 Stream B, Division 2		
<b>Line Manager</b>	Manager – Planning Strategy and Major Projects		
<b>Direct Reports</b>	Nil		
<b>Indirect Reports</b>	Project teams, project consultants and other Planning Officers assisting in Planning Scheme Review processes.		

## SCOPE OF POSITION

### Position Summary

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

To execute 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.

### Key Responsibilities of the Role

- Lead and coordinate the preparation, enhancement, implementation and maintenance of Council's strategic planning policy framework, including Planning Scheme review, preparation of planning studies and Local Government Infrastructure Planning review.
- Manage major strategic planning projects which contribute to the delivery of an endorsed annual work program relevant to centre revitalisation and place making.

# Position Description

- Lead, coordinate and deliver 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.
- Act as the senior authority and provide expert advice on matters relating to Council's Planning Scheme.
- Design and deliver 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, including informing budget bids and expenditure tracking, Operational Plan reporting and Branch Business Plan preparation.
- Support departmental productivity and process improvements by assisting Continuous Improvement projects within the Planning and Development Directorate.

## **Mandatory Licence/Ticket Requirements**

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

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

- Qualifications (Post Graduate Degree or Degree) in Planning recognised for corporate membership by the Planning Institute of Australia.
- Demonstrated relevant experience leading the preparation of Planning Scheme review and associated amendments, strategic planning policy, and providing expert technical advice on matters related to a local government planning framework.
- Extensive knowledge of statutory requirements, best practice and community engagement techniques applied to making and amending Planning Schemes, development of strategic planning policy and delivery of major projects.
- Demonstrated ability to manage significant strategic planning projects with multiple stakeholders and deliver on time and within budget.
- Highly developed, interpersonal and communication skills with the ability to negotiate outcomes, collaborate and work constructively with Councillors, Senior Management staff within the organisation and external government agencies.
- Experience in designing and delivering internal training packages and/or stakeholder information sessions.
- Highly developed written communication skill to facilitate policy deliberations including report preparation for Council meetings and correspondence to external government agencies.
- Demonstrated skill in assisting with budget preparation and monitoring expenditure.

# Position Description

- Demonstrated ability to work autonomously when required, and also effectively leading a multidisciplinary project team.

## Desirable Knowledge/Skills/Qualifications Criteria

- Experience with local area/ structure planning processes and preparation of local government infrastructure plans/ priority infrastructure plans.
- Project Management qualification.
- Certificate IV in Training and Education.

## Physical Requirements of the Position

Nil

## Special Requirements

- Occasional work outside of standard working hours (including weekends).

## ORGANISATIONAL INFORMATION

### Delegation/Authorities requirements of the position

- The Delegations and Authorities for this position can be found in document GRC009.

## 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.

# Position Description

## 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 – CGPOL002.

## 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.

**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

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	

### Accepted By

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

# Position Description

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