



POSITION DESCRIPTION

Position Title	Strategic Planner	
Division	Planning	
Group	Strategic Planning	
Responsible to	Team Leader Strategic Planning (including Team Leader Planning Operations, Planning Policy and Specialist Planning)	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	multiple	
Status	Term Full Time	
Hours	Based on a 35 Hour Week	
Salary Point	46 to 59	Band & Level: 3/2
Allowances	Nil	
Pre-employment checks Legislative requirements	Police Check	
Date reviewed: June 2022		Reviewed by: Strategic Planning Manager & Senior Manager Planning

Inner West Council has a population of 201,000 people, a gross regional product over \$10 billion and covers an area of 36 km².

POSITION PURPOSE

Strategic Planners may work across all teams within the Strategic Planning Group depending on workloads in the respective teams and gain wider experience.

The purpose of the role is:

- To efficiently and effectively process planning proposals under the Environmental Planning and Assessment Act, Local Government Act and in accordance with Council's policies and procedures.
- To prepare reports/strategies/plans and provide advice on a variety of planning matters relevant to the Strategic Planning Group.
- To process, review and complete Section 10.7 Planning Certificates including the provision of administrative support for planning certificates business processes
- To respond to verbal and written requests for advice concerning planning matters including pre-planning proposal advice.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Tertiary qualifications in Town Planning or related discipline.
2. Demonstrated experience in the application of the Environmental Planning and Assessment Act and Local Government Act in relation to the assessment and consideration of both Council-led and privately-led planning proposals and development control plan amendments and planning policy.
3. High level communication skills, both verbal and written, including report writing skills.
4. Demonstrated ability to work effectively within a team environment.
5. Commitment to quality customer service.
6. Problem solving ability.
7. Demonstrated ability to produce work within established timeframes and with limited supervision.
8. Working knowledge of computer applications.
9. Willingness to assist professional staff as required and at short notice to ensure the timely and effective delivery of services.
10. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times.
11. Current NSW Class C Driver's Licence.

Desirable Criteria

1. Qualifications in a relevant field such as urban design, heritage conservation, architecture, environmental studies, building surveying or other relevant discipline.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Reporting to the Team Leader Strategic Planning (including Team Leader Planning Operations, Planning Policy and Specialist Planning), you are to collaborate with the relevant stakeholders for the delivery of the following functions:

- Prepare, assess and report on Planning Proposals and other relevant applications under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and related legislation.
- To provide high quality service in the production of certificates under section 10.7 under the Environmental Planning and Assessment Act 1979 in accordance with statutory requirements and Council's service agreements.
- Carry out the lodgement of pre-planning and planning proposal applications to ensure applications are complete and meet a high standard that satisfies Council's submission requirements.
- Participate in the preparation of strategies, policies, procedures, process improvements and guidelines as required including preparation of development control plan amendments.
- Provide formal Pre-Planning Proposal Application advice.
- Delivery of accurate, timely and consistent written and verbal advice to internal and external stakeholders.
- Prepare correspondence and undertake specialised projects as directed.
- Provide a high level of customer service including liaising with the local community, government bodies plus internal and external stakeholders.
- Attend meetings out of hours including Council, committee, and public meetings; and
- Represent Council at regional/sub-regional planning meetings and meetings with other agencies
- Participate and operate efficiently and effectively as part of the Strategic Planning Group.
- Maintain an awareness of industry trends and legislative reform and advise the Team Leaders of matters likely to impact on the section's core activities.
- Act in the position of Senior Planner as required by Team Leader and/or Manager.
- Undertake tasks as directed by the Team Leader and/or Strategic Planning Manager.

KEY RELATIONSHIPS:

Internal: All other stakeholders in the planning proposal and strategic planning process such as customer service, records, ICT, development, and traffic engineers; community and cultural services, development assessment, building certification and legal services.

External: Applicants and customers plus their professional agents, State Government Departments and agencies, members, and the community of the Inner West.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Strategic Planner** as detailed in this document.

Signature:

Date: / /