

Position Description

Title: Coordinator Strategic and Environmental Planning (Position 168)	Award Classification: Band 3, Level 3
Department: Strategic and Asset Planning	Salary Classification: Grade 6
Tenure: Permanent Full Time	FTE: 1

Context:

The Macleay Valley area is undergoing a period of growth. Land use and infrastructure planning will be an important aspect in ensuring a vision for the community of the future of the Macleay Valley is established and embodied within a planning framework.

To build and maintain resilience of the community robust planning for flooding, coastal zones and environmental protection is imperative.

Role Purpose:

To lead the Strategic and Environmental Planning team to ensure strategic land use plans are in place, long term infrastructure needs are identified and planned for, and resilience is built within the community through planning for flooding, coastal zone management and environmental and heritage protection. This position will have a direct influence on the community's social, economic, environmental and recreational well-being.

Key Accountabilities:

- Coordinate strategic land use planning across the Local Government Area to ensure a framework is in place for the development.
- Coordinate the review and updating of the Local Environmental Plan, Development Control Plans and other relevant planning policies.
- Identify urban land release opportunities and undertake processes required for rezoning.
- Coordinate the assessment of planning proposals.
- Facilitate the proactive management of Kempsey Shire Council's Developer Contributions System.
- Assessment and consideration of requests to enter into Voluntary Planning Agreements.
- Coordinate development of masterplans of towns and villages within the shire.
- Prepare strategies which respond to changing community expectations about the quality and management of the built and natural environment.
- Liaise and engage with Government Departments, Agencies and networks on strategic land use and environmental planning issues.

- Ensure cultural, environmental and built heritage is appropriately considered as part of planning decision making processes.
- Plan and advise on the long-term infrastructure needs of the Macleay Valley, including transport, recreational and service planning.
- Coordinate planning and investigations related to flooding, drainage and coastal zones.
- Ensure studies, investigations and delivery of initiatives related to the protection and enhancement of the environment are undertaken effectively and efficiently, providing value for money through the Environmental Levy.
- Prepare briefs, engage and supervise delivery of studies and projects by consultants.
- Engage with the community on strategic and environmental planning activities to ensure instruments are in place and decisions made are in the best interests of the community.
- Provide a high level of customer service with internal and external customers, including provision of timely and accurate information.
- Effective budgetary management.
- Ensure that all staff have clearly defined responsibilities, objectives and performance criteria covering their positions.
- Coordinate and manage individual performance of staff
- Mentor, support and develop staff within the team
- Actively participate in a regular performance review consistent with Council’s Performance Development System and relevant Staff Policies.
- Undertaken other duties as directed by the Manager Strategic and Asset Planning.

Core Competencies:

- Qualifications and experience in urban and regional planning or a related discipline
- Demonstrated ability and experience in strategic and environmental planning
- Sound knowledge and understanding of the planning system
- Exceptional project management, organisation and time management skills
- Demonstrated ability to effectively lead, manage, supervise and influence staff
- Superior communication skills, both verbal and written, with a customer service focus
- Sound facilitation, conflict management, negotiation and problem-solving skills
- Hold and maintain a current NSW drivers licence

Supervision Received:

This role reports to the manager Strategic and Asset Planning.



**“Lead and work with
our community to build an
inspired, connected
Macleay Valley”**

Supervision Exercised:

The following roles report to the Coordinator Strategic and Environmental Planning:

- Senior Natural Resources Officer
- Environmental Strategies Officer
- Senior Strategic Planning Officer (x2)
- Flood and Drainage Engineer

Role Authorisation:

.....(Director Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date