

Coordinator City Planning

Reports to	Manager Integrated Planning	Direct reports	Senior Strategic Planners and Strategic Planners Strategic Water Engineer Team Leader Integrated Transport
Classification	Senior Executive Officer		
Position number	440039		
What will you do? Service Delivery <ul style="list-style-type: none"> Lead the development of integrated strategic land use plans for Manningham that deliver high quality outcomes and integrate sustainable stormwater management, and sustainable transport and other infrastructure priorities that promote connectivity, liveability and participation of our community. Deliver robust integrated action plans and planning scheme amendments for Manningham which proactively address the changing needs of a diverse community and ensure the planning scheme is contemporary and reflects the Council Plan. Provide leadership to a multi-disciplinary team for effective and efficient service delivery, collaboration and stakeholder engagement to deliver integrated outcomes. Develop Council's strategic directions and priorities for land use and development, stormwater management and sustainable transport across the city in collaborations with internal and external stakeholders. Collaborate with key stakeholders to ensure all plans are shared, visible and work together with to achieve mutually beneficial outcomes. Lead a service culture of excellence, collaboration and accountability. Systems and process <ul style="list-style-type: none"> Design and implement work systems and practices that are responsive, flexible and financially sustainable and meet the community's needs. Implement information management systems and practices. Lead projects and activities in an integrated way to support organisational wide performance. People <ul style="list-style-type: none"> Lead cultural change to achieve our goals and objectives. Undertake appropriate people management practices to ensure that the services have the right people in the right job at the right time. Develop others to reach their full potential. Build and maintain internal and external relationships, critical to success. 		Who are you? <ul style="list-style-type: none"> Suitably qualified in strategic planning, public policy, or related field. A significantly experienced city planner with a proven track record in delivering integrated strategic plans incorporating infrastructure requirements, sustainable transport, and sustainable high quality built form outcomes. A people leader who is able to lead and inspire service units to meet objective and deliverables. An experienced strategist who utilises your technical experience to predict future challenges for our community and develops long term plans to set the organisation up for success. Able to develop and deliver plans, programs and systems that successfully support flexible work practices, agility and financially responsive practice. Flexible to respond to changing priorities and able to complete tasks within tight timeframes. A problem solver, able to resolve complex operational and service delivery issues to meet the needs of internal and external stakeholders. A negotiator, able to influence outcomes to achieve organisational objectives. Knowledgeable in government, planning related legislation and local government. What do we expect? <ul style="list-style-type: none"> Model and lead our values. Be dedicated to delivering a consistent, connected and customer focused service. Be committed to maintaining a safe and healthy workplace. Act consistently with our Employee Code of Conduct. Be flexible and responsive and prepared to step-up in times of need. 	

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What are your key responsibilities?

Service delivery	<ul style="list-style-type: none">• Lead a team of professionals (both planners and engineers) to deliver high quality, efficient and effective integrated strategic land use plans, and action plans including infrastructure, stormwater management and sustainable transport priorities that deliver the objectives of the Council Plan.• Proactively lead Council's position on strategic transport planning particularly major road infrastructure (i.e. North East Link project) and public transport projects that impacts Manneringham.• Provide expert advice to the community and relevant forums on land use and development planning and policy and resolve complex design issues with key stakeholders in a collaborative way.• Formulate policies and procedures to achieve a coordinated and sustainable approach to the use and development of land.• Ensure Council strategic planning services always comply with relevant legislation.• Design and manage the delivery of individual projects as required including engaging and managing consultants.• Engage and monitor delivery of the program of works program and respond to changing priorities and needs.• Embed robust project management systems and frameworks that promote excellence and provide transparency.• Provide specialist advice to internal and external customers in relation to design and delivery of works prioritising and budgeting, including advice on planning scheme provisions to improve the quality of built form outcomes.• Monitor key performance indicators and respond proactively to issues as they arise.• Deliver the objectives of the service unit business plans.• Influence internal and external stakeholders to resolve cross departmental service issues.• Engage in collaborative and effective relationships that assist in delivery of projects.
Systems and process	<ul style="list-style-type: none">• Develop and implement work systems, practices and processes that support responsive and flexible customer service and are financially responsible.• Provide expert operational advice into policy development.• Provide high level reporting to internal and external stakeholders.• Undertake financial transactions within delegated authority including budget maintenance.• Implement information management practices.• Participate in internal and external audits and implement audit actions.
People	<ul style="list-style-type: none">• Undertake people management practices in line with policies and procedures and relevant legislative requirements.• Implement induction processes for new employees that meets workplace safety requirements.• Respond to operational employee relations issues.• Complete the annual performance and development process for the team within allocated timeframes• Develop others to be their best.• Contribute to a workforce planning model.

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What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none">• Accountable for the effective and timely design and delivery of integrated strategic planning frameworks.• Responsible for the achievement of Unit business plans and key performance indicators.• Responsible for the implementation of policies and processes of the unit.• Responsible for the operation of the unit and strategic planning service in accordance with relevant legislation.
Judgement and decision making	<ul style="list-style-type: none">• Ability to make decisions in relation to the application of service delivery and the coordination of resources with minimal direction.• Sound analytical skills, including the ability to develop innovative solutions to problems.• Ability to resolve complex operational and service delivery issues to meet the needs of internal and external stakeholders.
Specialist knowledge and skills	<ul style="list-style-type: none">• Highly developed knowledge of principles and practices of successful integrated strategic planning for diverse communities, including integrated infrastructure planning that meets the needs of the future.• Knowledge of government and local government organisations.• Sound knowledge of budgeting and financial processes and procedures.• Understanding of organisational objectives and how it impacts on the unit.• Guidance is not always available from within the organisation.
Management skills	<ul style="list-style-type: none">• Ability to lead, motivate and inspire others and implement contemporary people management practices that are compliant with relevant legislation.• High level supervisory skills to coordinate the team and external contractors where necessary.• Coaching and mentoring skills enabling the transfer of knowledge and skills in field of speciality.• Demonstrated ability to complete tasks within tight timeframes and the flexibility to respond to changing priorities.
Interpersonal skills	<ul style="list-style-type: none">• Highly developed negotiation skills and the ability to influence outcomes to achieve organisational objectives.• The ability to build strong stakeholder partnerships and relationships.• Excellent written communication skills including the ability to prepare concise and accurate reports.• Demonstrated ability to resolve conflict situations.
Qualifications and experience	<ul style="list-style-type: none">• A tertiary qualification in strategic planning, public policy or other related field.• Significant relevant experience leading a multi-disciplinary team that has delivered successful strategic and integrated triple-bottom line, including infrastructure planning, outcomes for a diverse and changing community.• Sound experience in developing work systems and process in relevant role preferably in a local government environment.