

Melton City Council

Coordinator Strategic Planning

Position Description

PD: 00176

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Coordinator Strategic Planning
Directorate	City Futures
Business Unit	City Strategy
Position Classification	Band 8
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Manager City Strategy
Supervises	<ul style="list-style-type: none">• Principal Strategic Planners• Senior Strategics Planner• Strategic Planners• Heritage Officers• Urban Designers
Internal liaisons	<ul style="list-style-type: none">• Councillors• Council Staff
External liaisons	<ul style="list-style-type: none">• State Government• Non-Governmental Departments• Legal Representatives• Applicants• Other Councils• The Community

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.



4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Lead the strategic planning initiatives, providing expertise in the area of strategic land use planning, sustainable development, growth area policy, project management, research, community engagement and consultation.
- Coordinate and facilitate the preparation, implementation and review of Strategic Plans, Development Plans and Structure Plans within the Municipality.

5. Key responsibility areas

- Work collaboratively with the other Coordinator Strategic Planning in leading the City Strategy team providing mentoring and technical expertise to the strategic planning staff.
- Provide technical expertise and leadership on areas of strategic land use planning, urban design, sustainable development, growth area policy, project management, research, community engagement and consultation as required.
- Provide advice to the public, developers and the clients of Council in relation to the precinct structure plans, urban design frameworks and relevant growth area planning policies and planning procedures.
- Work collaboratively with the Victorian Planning Authority and other Council departments on the preparation of Precinct Structure Plans and Developer and Infrastructure Contribution Plans.
- Maintain an awareness and understanding on development contributions and infrastructure planning requirements to plan and support the timely delivery of transport, community and recreational infrastructure.
- Support the planning and coordination of infrastructure investment in accordance with Infrastructure Contributions Plans and Urban Design Framework plan.
- Manage the preparation and management of project briefs for a range of strategic planning policy, reports and initiatives.
- Provide high level advice to Council where required coordinate submissions on State Government policy, strategy, reports and initiatives.
- Participate in and lead cross-departmental project working groups, as required, providing strategic planning input.

6. Accountability and extent of authority

- Provide inspirational leadership to oversee the day-to-day operation and performance of the team while creating a pleasant working environment that inspires the team and ensure regulatory and legal compliance.

- Set clear team goals and Key Performance Indicators (KPIs), monitor performance metrics, identify training needs, and offer coaching, while actively listening to team feedback, resolving conflicts, and providing both informal and formal feedback as needed.
- Manage the preparation and timely completion of a range of strategic planning projects as well as the development and interpretation of policy.
- Day to day management of project teams and project staff from the City Strategy Unit, the freedom to act is governed by the goals and policies of the Council and by statute and subordinate legislation.
- Implement budget initiatives in accordance with approved Council budget.
- Undertake any powers, duties or functions delegated under Planning and Subdivision legislation as directed, decisions and actions taken may have a substantial effect on the community or sections of it.
- Mentor members of the City Strategy team to assist in the implementation of Council policy.
- Represent Council at meeting, VCAT Hearings and Planning Panels.
- Provide technical advice to the general public and land developers on strategic planning matters.
- Exhibit a strong dedication to Work Health and Safety (WHS) accountability by adhering to pertinent WHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Provide specialist advice and guidance to the public and developers on conformity of land use and development proposals with Council strategies and statutory controls.
- Exercise initiative in undertaking research and evaluation of strategic planning issues and preparing recommendations to Council regarding the implementation of such recommendations.
- Represent the Council in negotiations with internal and external stakeholders regarding planning strategies, policy issues and development proposals.
- Participate in the development of cross organisational policy responses on key strategic land use planning issues.
- Interpret and provide direction and advice to Council and Council staff on complex land use and development planning policies, policy options and policy changes.

8. Specialist skills and knowledge

- Substantial experience in integrated strategic land use including demonstrated knowledge of current urban planning issues and relevant policies relating to growth area planning.
- Experience in delivering a range of strategic planning projects including Precinct Structure Plans, policy formation and infrastructure contribution plans.
- Liaise, negotiate and communicate effectively on complex issues with range of stakeholders to achieve quality outcomes.
- Well deserved skills in analysis, research methods and ability to appraise information and explain matters clearly to a range of stakeholders.

- Demonstrated knowledge of and an ability to interpret planning and environmental legislation and policy with an understanding and working knowledge of the Victorian Planning Provisions and Planning and Environment Act (1987).
- Sound knowledge of budgeting and relevant accounting and financial procedures is essential.
- Understanding of the long-term goals of the Council and of its values and aspirations and of the legal and socioeconomic and political context in which it operates.

9. Management skills

- Supervision of large numbers of employees or the supervision of tertiary qualified employees or employees with extensive experience.
- Substantial experience in integrated and strategic land use including demonstrated knowledge of current urban planning issues and relevant policies relating to urban planning.
- Experience in delivering a range of strategic planning projects including Precinct Structure Plans, policy formation and Infrastructure Contributions Plans.
- Liaise, negotiate and communicate effectively on complex issues with a range of stakeholders to achieve quality outcomes.
- Well-developed skills in analysis, research methods and ability to appraise information and explain matters clearly to a range of stakeholders.
- Demonstrated knowledge of and an ability to interpret planning and environmental legislation and policy with an understanding and working knowledge of the Victorian Planning Provisions and Planning and Environment Act (1987).
- Ability to deal with and work effectively through complex issues.
- Management skills to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

10. Interpersonal skills

- High level of motivation with an ability to be pro-active and making a positive contribution to the City Strategy unit and the wider organisation.
- Highly development written and verbal communication skills, and an ability to report on a range of relevant topics in clear, easy to understand language.
- Highly developed liaison skills and ability to persuade, convince to gain cooperation with Council staff, government agencies, consultants and the community to achieve positive outcomes.
- Identity stakeholder/customer needs and expectations, decide appropriate action and respond accordingly.
- Well-developed skills in negotiation and conflict resolution with an ability to deal with difficult situations and present a positive Council image.
- Well-developed community liaison and public relations skills.

11. Qualifications and experience

- Tertiary qualification in Urban Planning or a related discipline with further formal qualifications in the field of expertise, alternatively lesser formal qualifications together with extensive and diverse experience, or intensive specialist experience.
- Substantial and demonstrated experience in a broad range of strategic planning work including the preparation of Precinct Structure Plans and the development of planning policies.

- Experience in leading multi-disciplinary teams, preparing projects briefs and delivering high quality outputs.
- Experience in undertaking community and stakeholder consultations on a range of strategic planning projects.
- Current valid Victorian Drivers Licence.

12. Key Selection Criteria

1. Tertiary qualification in Urban Planning or a related discipline with further formal qualifications in the field of expertise, alternatively lesser formal qualifications together with extensive and diverse experience, or intensive specialist experience.
2. Substantial and demonstrated experience in a broad range of strategic planning work including the preparation of a Precinct Structure Plans and the development of planning policies.
3. Well-developed skills in negotiations and conflict resolution with an ability to deal with complex situations and present a positive Council image.
4. Highly developed written and verbal communication skills, and an ability to report on a range of relevant topics in clear and easy to understand language.
5. Demonstrated experience in leading multi-disciplinary teams, preparing project briefs and delivering high quality outputs.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Director City Futures

April 2024

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date