

Melton City Council

Strategic Planner

Position Description

A thriving community
where everyone belongs



1. Position details

Position	Strategic Planner
Classification	Band 5
Award	Melton City Council Enterprise Agreement No 9 2019
Directorate	Planning & Development
Service Unit	City Strategy

Manager City Design,
Strategy & Environment

Approved by (name)

Signature

Date

Incumbent's name

Signature

Date

2. Position objectives

- Assist in the assessment and preparation of precinct structure plans, strategy plans, development plans and undertake policy research.
- Monitor the effectiveness of the Melton Planning Scheme and prepare planning scheme amendments.

3. Key responsibility areas

- Provide advice to the public, developers and the clients of Council in relation to the provisions of the Melton Planning Scheme, Council planning policies, strategies and planning procedures.
- Represent Council at VCAT and Panel Hearings.
- Review and monitor local policy provisions of the Melton Planning Scheme.
- Undertake research and strategic investigations relating to the planning and development across the City.
- Liaise with State, Commonwealth and non-government agencies on strategic planning matters.

4. Organisational relationships

Reports to	Coordinator City Strategy
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none">• Councillors• All Council Staff
External liaisons	<ul style="list-style-type: none">• State Government Departments• Developers• Consultants• Community• Applicants• Other Councils

- Non-Government Agencies
- Legal Representatives

5. Accountability and extent of authority

- Undertake any powers duties, or functions delegated under the Planning and Subdivision legislation as directed.
- Provide advice to the general public and land developers on planning matter and statutory procedures relating to town planning.
- Represent Council at meetings, Tribunal Hearings and Amendment Panel Hearings.
- Implement budget initiatives in accordance with the budget approved by Council.

6. Judgement and decision making

- Interpret planning policy and statutory controls and make recommendations to undertake further policy development in conjunction with the coordinator.
- Make recommendations in relation to the Melton Planning Scheme generally in response to requested changes and in response to the continued monitoring of these documents.

7. Specialist skills and knowledge

- Understanding of the planning system in Victoria, including the Victorian Planning Provisions (VPP's).
- Understanding of strategic land use planning principles and land development issues in urban growth areas.
- Knowledge of electronic mapping software.
- Practical computer and word processing skills.

8. Management skills

- Set priorities and organise one's own work to achieve objectives.
- Liaise effectively with internal and external stakeholders to ensure goals are achieved within mutually acceptable timeframes.

9. Interpersonal skills

- Organisation and file management skills.
- Communication skills, both oral and written and ability to communicate effectively and politely with customers.
- Co-operatively assist the public and others on planning and related matters.
- Work in a team environment, with a positive, facilitative and pro-active approach.
- Liaise across a wide range of activities and service units.

10. Qualifications and experience

- Degree or diploma qualification in Town Planning or a related discipline with some experience in a town planning office.
- Demonstrated experience in strategic planning and planning scheme amendment preparation.
- An understanding of planning legislation and planning scheme provisions within Victoria.
- Current valid Victorian Drivers Licence.

11. Key Selection Criteria

1. Degree or diploma qualification in Town Planning or a related discipline with some experience in a town planning office.
2. Demonstrated experience in strategic planning and planning scheme amendment preparation.
3. An understanding of planning legislation and planning scheme provisions within Victoria.
4. An understanding of planning issues in growth areas.
5. Communication skills, both oral and written and ability to communicate effectively and politely with customers.
6. Set priorities and organise ones work to achieve objectives.
7. Current valid Victorian Drivers Licence.