

# Senior Strategic Planner

## Position Description



<b>Position number:</b>	0990
<b>Classification:</b>	Band 6
<b>EA:</b>	Moreland City Council Enterprise Agreement 2021
<b>Directorate:</b>	Place and Environment
<b>Branch:</b>	City Strategy and Economy
<b>Unit:</b>	Strategic Planning Unit
<b>Reports to:</b>	Unit Manager Strategic Planning
<b>Supervises:</b>	N/A
<b>Approved by:</b>	Manager City Strategy and Economy

### Organisational vision:

**One team, brave and diverse, making a difference**

### Organisational values:



**With the community at the heart, this is our promise:**



## **Position objectives**

- To develop, monitor, implement and review integrated strategic planning projects (including policy, strategy and planning scheme amendments) that will underpin the future sustainable development of Merri-bek.
- To synthesise the views, visions and needs of the community and other key stakeholders and incorporate them into balanced and cohesive strategic planning projects to position Merri-bek to meet the challenges of the future.
- To administer the Planning Scheme to facilitate the sustainable development of Merri-bek.

## **Key responsibility areas**

### **Project Management**

- Manage a broad range of strategic planning projects (internally or externally generated) including policy, strategy and planning scheme amendments (including s96A applications) to implement Council policy.
- Project management, ensuring expected outcomes, budget expenditures and established timeframes are met.

### **Communication**

- Prepare and present (or assist other staff/external consultants) submissions/reports on behalf of Council at Panel Hearings for planning scheme amendments, under the supervision of the Unit Manager Strategic Planning &/or Principal Strategic Planners (Band 7).
- Participate in Corporate and Branch initiatives as required e.g. Council Plan, work plan and budget processes, etc.

### **Implementation**

- Manage and implement strategic planning projects as required under the Branch work program. Where appropriate this will include the preparation of contracts, service agreements, partnerships, grant applications, funding arrangements, submissions and other documents and undertaking research as required.

### **Advice**

- Provide advice and briefings on projects/issues relevant to this role to stakeholders e.g. internal staff, community groups, government bodies etc.
- Be sensitive to community issues and Councillor responsibilities.

### **Representation**

- Provide effective external and internal representation for the Branch and Organisation and develop and manage relationships with key stakeholders e.g. internal and external working groups, meetings, seminars, workshops etc.

# Employee competencies and accountabilities

## Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Courage:** Stepping up to address difficult issues, saying what needs to be said.

## Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Merri-bek City Council is committed to being a Child Safe organisation and has zero tolerance for child abuse. We believe children and young people have the right to be and feel safe and that their safety and wellbeing is the responsibility of everyone. It is expected that the successful incumbent of this position will adhere with the above statement and Council's Child Safety and Wellbeing Policy and Procedures whilst undertaking their duties.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

## Other duties:

- Required to undertake other duties as directed.

## Organisational relationships

Internal Relationships	Relevant staff within the Place and Environment Department and the organisation.
External Relationships	General public, stakeholders, companies, government authorities, contractors and suppliers.

## **Job characteristics relevant to the position**

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 6 employee as outlined in the Moreland City Council Enterprise Agreement (Schedule A - Classification Definitions - 6. Employee Band 6).

### **1. Accountability and Extent of Authority:**

- Responsible for project management.
- Responsible for ensuring that appropriate action is taken to ensure compliance with administering the planning scheme.
- Responsible for providing professional, timely and accurate advice to internal and external stakeholders on strategic planning matters.
- Accountable for effective liaison/communication with internal and external stakeholders involved in strategic planning projects.
- Represent Council, as directed, in relation to relevant project work undertaken by this position in internal and external forums.
- Preparation and signing of correspondence (including advice, submissions, grant applications, letters, etc., including where approval/direction is sought from more senior positions e.g. Branch Manager, Director and Councillors).

### **2. Judgement and Decision Making:**

- To manage and implement strategic planning projects, which further strategic planning objectives for Merri-bek.
- In respect to more complicated strategic planning projects, including major planning scheme amendments or strategy/policy projects, seek direction from Unit Manager Strategic Planning, the nominated Principal Strategic Planner (Band 7) and/or any other managing position.

### **3. Specialist Knowledge and Skills:**

- An excellent understanding of Victorian planning system in particular the planning scheme amendment process.
- An understanding of integrated land use planning (including strategy, policy and amendment drafting and implementation) to achieve sustainable outcomes in the built and natural environment.
- Experience in the clear and structured presentation of information and concepts.
- Demonstrated commitment to excellence in customer service.
- High-level computer literacy (knowledge of project management is highly desirable and GIS software is required).
- An understanding of, and commitment to, continuous improvement.

### **4. Management skills:**

- Ability to manage time, set work priorities and achieve desired results.
- Ability to work independently as well as in a team.
- Problem solving skills.
- Ability to coordinate multi-disciplinary teams to achieve the objectives of the position, with direction from more senior Strategic Planners and Unit Manager.

### **5. Interpersonal Skills:**

- High-level written and verbal communication skills and interpersonal skills are essential.
- Ability to liaise with a variety of internal and external contacts in a clear and professional manner.
- Capacity to deal with and resolve conflict.
- Ability to work effectively and contribute to a team environment.
- A self-motivated, enthusiastic person requiring minimum supervision for day-to-day tasks.

## 6. Qualifications and Experience:

- Tertiary qualifications in urban planning or related disciplines.
- Experience in urban planning (either strategic planning or statutory planning).
- Experience in the preparation and processing of planning scheme amendments is highly desirable.
- Experience in strategy/policy development is highly desirable.
- Experience in the preparation and presentation of VCAT and / or Panel Hearing submissions is highly desirable.
- Practical computer and word processing skills.
- Experience in working with geographical information systems is highly desirable.
- A current Victorian Drivers Licence.

## 7. Physical Requirements of the position

### TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - below 10kgs	( )	( )	(✓)	( )
Manual handling frequency	( )	( )	(✓)	( )
Working in wet/slippery conditions	( )	( )	(✓)	( )
Wearing safety shoes/boots (steel cap)	( )	( )	(✓)	( )
Performing clerical duties	( )	( )	(✓)	( )
Working on a keyboard	(✓)	( )	( )	( )

## 8. Key Selection Criteria

- Tertiary qualifications in one or more urban planning or related disciplines.
- Experience in urban planning (either strategic planning or statutory planning) is essential.
- Excellent working knowledge of the Victorian planning system, including the Victoria Planning Provisions, Ministerial Directions, State Planning Practice Notes and the Planning and Environment Act 1987.
- Demonstrated experience in the preparation and processing of planning scheme amendments is highly desirable.
- Experience in strategy/policy development is highly desirable.
- Experience with geographical information systems is highly desirable.
- Experience in presenting to or assisting at Panel Hearings is highly desirable.
- High-level written and verbal communication skills.