
Strategic Planner

Position description



March 2019







Northern Grampians Shire Council
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CONTACT US

-  ngshire@ngshire.vic.gov.au
-  www.ngshire.vic.gov.au
-  (03) 5358 8700
-  PO Box 580 Stawell VIC 3380

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Position description

Position title	Strategic Planner
Classification	Band 6
Directorate	Infrastructure
Department	Regulatory Services
Establishment Number	PLDV05

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

This role is responsible for providing high level strategic land use planning, policy development, advice and research expertise to the Council for the long term benefit of the community of Northern Grampians Shire Council.

Key responsibility areas

- To provide high level strategic land use planning, policy development, advice and research expertise to the Council for the long term benefit of the community of the Northern Grampians Shire.
- To coordinate and facilitate the preparation, implementation and review of local planning policies, Strategy Plans, Local Structure Plans and Development Contribution Plans within the Shire.
- Contribute to the monitoring, review and maintenance of the Planning Scheme in order to satisfy statutory requirements, including assisting in the preparation and processing of all types of Planning Scheme Amendments.
- Assist in the management of specialist consultants to ensure best practice planning outcomes and compliance with Council and State Government requirements
- Assist in monitoring, analysing and interpreting demographic, housing and employment data, and growth trends, plus other statistical indicators.
- Model Council values and be an integral member of the Northern Grampians Shire team including participating in team projects, and proactively responding to customer requests.
- Ensure Council's Service Standards are met, customer requests are handled efficiently in a knowledgeable, confidential and timely manner ensuring delivery is responsive, first point issue resolution and customer centric.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, risk management, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time

- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Head of Planning and Development
Manages	Nil
External relationships	Clients, contractors, general public, government departments and other service providers
Internal relationships	All Council employees

Accountability and extent of authority

- ensure a consistently high standard of service to the community, residents, service users and external stakeholders.
- assuring the quality of work performed and that tasks are performed in an efficient, effective, and accountable manner
- Undertake research and provide advice on strategic planning issues.
- Undertake delegated authority in accordance with Council policy
- Freedom to act is governed by clear objectives and/or budgets with regular reporting to the Head of Planning and Development.

Judgement and decision making

- Use initiative and sound judgement within the area of professional expertise and in accordance with the approved work plan, policies and procedures
- Make recommendations for future planning and development
- Ability to assess, develop and improve processes based on experience
- New situations and or complex issues may occasionally be presented that will require the incumbent to apply a degree of creativity, originality and common sense
- Ability to adapt to changing work requirements, and work under pressure.
- Problems are occasionally of a complex nature with solutions not related to previously encountered situations. Guidance and advice would usually available from the Head of Planning and Development.

Specialist skills and knowledge

- Demonstrated ability to project manage a number of projects at the one time and manage consultants and review consultants' work outputs and budgets.
- Sound understanding of the long term goals of the organisation and relevant organisational policies and procedures.
- Well-developed conceptual skills and well developed written and verbal communication skills. This includes proven capacity to write reports and make recommendations

Management skills

- Skills that include the ability to work in a collaborative way with a team and across networks
- highly developed organisational and administrative skills as well as excellent time management skills including the ability to identify workload priorities and meet deadlines.
- Demonstrated ability to initiate, develop, manage and implement planning projects and policy development and to deliver outcomes in an environment of competing priorities and demands
- demonstrated ability to plan, prioritise and organise work to achieve specific and set objectives within the available resources

Interpersonal skills

- Demonstrated ability to communicate effectively, gain cooperation and influence a wide range of individuals, groups, organisations and other stakeholders.
- Ability to sensitively communicate with and develop and maintain relationships with clients, staff and a range of service providers.
- Demonstrated written and verbal communication skills with the ability to resolve problems innovatively
- demonstrated ability to work as a team member and have a flexible approach to duties
- capacity to develop networks with relevant external organisations
- demonstrated ability to maintain confidentiality.

Qualifications and experience

- Bachelor or Diploma of Town Planning or equivalent as well as strategic planning experience,
- A good understanding of the Victorian planning legislation framework and experience in providing specialist advice on strategic planning projects, with a number of stakeholders
- Demonstrated experience in preparing strategic planning strategies

Selection criteria

1. Bachelor or Diploma of Town Planning or equivalent as well as strategic planning experience
2. A good understanding of the Victorian planning legislation framework and experience in providing specialist advice on strategic planning projects, with a number of stakeholders
3. Demonstrated ability to communicate effectively, gain cooperation and influence a wide range of individuals, groups, organisations and other stakeholders
4. High level of project management skills

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - All appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Position subject to a current national police check to be updated every three years and assessed as suitable to work in aged care.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	March 2019
Reviewed by	Head of Planning and Development
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]