



## Position Description

Non-supervisory Employees

<b>Position Title</b>	<b>Senior Strategic Planner</b>
<b>Section</b>	Strategy
<b>Division</b>	Strategy and Growth
<b>Reports to</b>	Group Manager Strategy
<b>Grade</b>	16
<b>Employment Status (FT/PT/Casual/Temp)</b>	FT

### Position purpose

To coordinate and deliver projects within Council's strategic planning program that contribute to the establishment of a clear and concise land use planning framework and facilitates good land use outcomes for our community.

### Position specific responsibilities

The key duties you are expected to perform in your role.

- Carry out complex strategic planning in accordance with the EP&A Act, Local Government Act and associated regulations and other statutory requirements as appropriate;
- Provide input to and undertake the preparation and review of land use planning and development contributions strategy and policy;
- Prepare and exhibit planning proposals and development control plan provisions in accordance with relevant legislation;
- Negotiate planning agreements in accordance with the EP&A Act and Council policy;
- Maintain an up-to-date knowledge of development assessment issues and processes;
- Project management in accordance with Council policy to deliver on community expectations and meet Council's success factors;
- Community participation and engagement in accordance with Council policy to involve the community in the activities and decision making processes of Council and bring Council closer to the community;
- Coordinate and involve Council staff in relation to planning projects;
- Provide timely and accurate information to Council;
- Oversee the delivery of key outputs by consultants associated with projects in accordance with agreed briefs and without significant cost overruns;
- Use appropriate technology to assist in communication during project implementation and to prepare quality planning documents;
- Undertake research during policy development, including regional networking, to determine best-practice planning outcomes;
- Undertake professional development training and regularly monitor planning information sources to remain abreast of planning requirements and best practice outcomes;



- (A) Demonstrate strategic planning education, training and mentoring of Strategy & Growth staff and the organisations other key stakeholders  
(B) Contribute to a high performance team culture including building trust, creating and executing a shared vision and evolving from new challenges
- Any other duties as directed.



## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

### Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
<b>Communication</b>	<ul style="list-style-type: none"><li>• I communicate with respect</li><li>• I constructively contribute to team meetings, toolbox talks and conversations</li><li>• I share information and ideas with colleagues</li><li>• I ask questions if I don't understand</li></ul>
<b>Accountability</b>	<ul style="list-style-type: none"><li>• I always work in a safe manner, looking after my own safety and the safety of those around me</li><li>• I am responsible for my own actions</li><li>• I take initiative to progress my own work</li><li>• I follow through on my work commitments</li></ul>
<b>Professionalism</b>	<ul style="list-style-type: none"><li>• I treat others with respect</li><li>• I complete my work to the best of my ability</li><li>• I take pride in my work</li><li>• I am flexible and responsive to changing work priorities and issues</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• I act honestly</li><li>• I understand and follow the law, rules, policies, guidelines and the Code of Conduct</li><li>• I treat others the way I wish to be treated</li><li>• I contribute positively to our work</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• I look for, and am open to, new and better ways of doing things, together</li><li>• I am an engaged and enthusiastic team player</li><li>• I step in to help others when workloads are high</li><li>• I cooperate with my team members and supervisors</li></ul>



### Document Endorsement

**Date**     8 January 2020

**Group Manager**     Strategy

**Date**     8 January 2020

**Director**     Strategy & Growth

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

**Employee Name**     \_\_\_\_\_

**Employee Signature**     \_\_\_\_\_

**Date**     \_\_\_\_\_