

POSITION DESCRIPTION

Position Title	Strategic Planner	
Division	Community and Engagement	
Group	Strategic Planning	
Responsible to	Team Leader Strategic Planning	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	IW0645	
Status	Permanent Full Time	
Hours	Based on a 35 Hour Week	
Salary Point	46 to 59	
Salary	\$82,196 pa - \$96,159 pa	Band & Level: 3/2
Allowances	Nil	
Pre-employment checks Legislative requirements	Police Check	
Date reviewed: 11 July 2018		Reviewed by: Group Manager Strategic Planning

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 sqkm.

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

The purpose of the role is:

- To efficiently and effectively process planning proposals under the Environmental Planning and Assessment Act, Local Government Act and in accordance with Council's policies and procedures.
- To prepare reports/strategies/plans and provide advice on a variety of planning matters relevant to the Strategic Planning Group.
- To respond to verbal and written requests for advice concerning planning matters.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Tertiary qualifications in Town Planning or related discipline.
2. Demonstrated experience in the application of the Environmental Planning and Assessment Act and Local Government Act as regard assessment and consideration of planning proposals.
3. High level communication skills, both verbal and written, including report writing skills.
4. Demonstrated ability to work effectively within a team environment.
5. Commitment to quality customer service.
7. Demonstrated ability to produce work within established timeframes and with limited supervision.
8. Working knowledge of computer applications.
9. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times.

Desirable Criteria:

1. Qualifications in a relevant field such as urban design, heritage conservation, architecture, environmental studies, building surveying or other relevant discipline.
2. Current driver's license.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Assess and report on Planning Proposals and other relevant applications made to Council under the Environmental Planning and Assessment Act 1979, the Local Government Act and related legislation.

- Provide formal Pre-Planning Proposal Application advice.
- Delivery of accurate, timely and consistent advice to internal and external stakeholders.
- Carry out the lodgment of planning proposals ensuring proposals are complete and meet a high standard that satisfies Council's submission requirements.
- Respond to verbal and written requests for advice concerning strategic planning matters.
- Participate in the preparation of strategies, policies, procedures, process improvements and guidelines as required.
- Participate and operate efficiently and effectively as part of a Planning Operations or Strategy and Policy Team.
- Maintain an awareness of industry trends and legislative reform and advise the Team Leaders of matters likely to impact on the section's core activities.
- Act in the position of Senior Planner as required by Team Leader or Manager.

KEY RELATIONSHIPS:

Internal: All other stakeholders in the planning proposal and strategic planning process such as customer service, records, I.T, development and traffic engineers; community and cultural services, development assessment, building certification and legal services.

External: Applicants and customers plus their professional agents, State Government Departments and agencies, members and the community of the Inner West.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Strategic Planner** as detailed in this document.

Signature:

Date: / /