

POSITION DESCRIPTION	
<b>Title:</b>	Strategic Planner Cadet
<b>Group:</b>	City Planning
<b>Reports to:</b>	Group Manager City Planning
<b>Grade:</b>	Trainee T7 to T10
<b>Hours:</b>	35 hours per week
<b>Vehicle:</b>	No
<b>Position Code:</b>	70350
<b>Pre-placement Medical:</b>	Low Risk – Not required
<b>National Criminal Check:</b>	Not Required
<b>WCCC Check:</b>	Not Required
<b>Date Developed:</b>	January 2019
Position Purpose	
To develop professional strategic town planning skills within local government. Provide technical support to the City Planning Group to positively contribute to the four principles that together form the focus of Council, namely the 4C's: Community, Councilors, Customer and Council.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Undertaking a tertiary qualification in town planning or relevant course.</li> <li>• Satisfactory completion of a minimum of 8 subjects within the relevant tertiary course.</li> <li>• Strong written and verbal communication skills including ability to deliver quality customer service.</li> <li>• Ability to develop rapport and engage with a diverse range of internal and external stakeholders to foster and sustain partnerships.</li> <li>• A high level of computer literacy and the ability to quickly learn how to operate and apply computer applications.</li> <li>• Ability to work independently and collaboratively as part of a team.</li> <li>• Basic understanding of current strategic land use planning in NSW.</li> <li>• Experience in contributing to improvements to a quality management system or suggestions for other business improvement.</li> <li>• Current Class C Driver license.</li> </ul>	

**Desirable:**

- Knowledge of Local Government legislation

**Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

The Strategic Planner Cadetship is a structured training and development program that includes undertaking part time study in a relevant tertiary course and practical work experience in the work areas of strategic land use planning, recreational planning and development contributions planning.

**Core Duties:**

- Satisfactory academic progress towards the completion of town planning qualifications. Academic progress will be reviewed at the end of each semester.
- Assist in the research, preparation and review of strategic planning documents, policies and studies.
- Develop knowledge of the various policies and legislation relating to planning activities in Shellharbour.
- Assist in the preparation reports to Council.
- Attend and participate in meetings and work cooperatively with other Council officers.
- Address ratepayers questions, concerns, and complaints.
- Assist in the assessment and processing of planning proposals.
- Assist in the application of Council's development contributions program.
- Assist with general administrative duties, as and when required.

**Work Health & Safety**

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and employees.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

**Accountability and Behaviours**

- To conduct themselves in line with the core values at all times when working with Council, Community, Customers and Councilors.
- To ensure that they are accountable for their behaviors in the delivery of their duties.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive culture at Council.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

**Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of Council, namely the 4C's: Community, Councilors', Customer and Council.