

Position Description

Senior Strategic Planner

Position Title	Senior Strategic Planner	Role ID	SPSSP1
Division	Planning and Regulation	Unit	Strategic Planning and Urban Design
Job Grade	8	Award	35
Reports To	Unit Coordinator - Strategic Planning and Urban Design		
Revised/Created	April – PD updated and SPUD overview		

Primary Objective

- To lead the statutory planning program.
- Provide authoritative input and advice on all aspects of strategic land-use planning.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

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Organisational Environment

PLANNING AND REGULATION

The Planning and Regulation Division provides services related to planning and development control, building control, regulatory control, public health and safety issues, environment and health management throughout the Tweed Shire.

Strategic Planning and Urban Design Unit

The Strategic Planning and Urban Design Unit is a specialist team that provides a major part of the Council's strategic land use planning policy. The Unit is frequently involved with a very broad range of projects that originate across the Council and which draw on the diverse skills and expertise of the Unit's staff. This means the Unit is often engaged in or responsible for a diverse portfolio of projects of varying complexity and public interest.

The majority of the work undertaken by the Unit includes the development of environmental planning instruments, development control plans, strategic land-use strategies, review of government policy, heritage planning, planning studies and extensive stakeholder engagement.

The work environment is busy, responsive to customer and political demands and as such often requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability and access and inclusion in all operations and responsibilities.

The Position

The work demand for strategic planning services is very high and reflective of the high growth pressures facing the Tweed and although this brings with it diversity in the work it also elevates the necessity for a clear and effective approach to work and program management and prioritisation. Ensuring the needs of internal and external stakeholders are adequately serviced is essential.

As a senior staff member, the position provides strong leadership and supervision to other staff. It may require the direct supervision of junior staff.

The work is diverse, covering a broad range of urban and rural issues. As such the nature of the work often draws divergent community views and by its nature is often highly politicised. This is reflective of the political and policy context of responding to local growth pressures combined with prevailing tensions between preservation of the natural environment, growth and diversification of the economy and associated impacts on land affordability, which are all key policy areas.

Maintaining a focus within this working environment necessitates highly effective techniques in project portfolio management and project management to ensure the sustained and efficient delivery of the Unit's core business services. It also requires the ability to remain impartial and objective when responding and managing differing ideologies or points of view, in the professional delivery of those business services.

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In conjunction with this, highly effective communication and issues resolution skills are seen as important in managing individual projects or the portfolio.

The position requires a high level of autonomy and accountability managing allocated projects and work flow. Your project management reporting and evaluation of resourcing capability will support the Unit Coordinator with the design and setting of the Unit's overall work plan.

Reflective, innovative and reasoned thinking and solutions are often needed and this will be assisted through a comprehensive understanding of the NSW planning framework and emerging policy reform.

The Unit's planning and policy work seeks to align with community expectations, issues or concerns, and as such, effective community engagement and consultation is essential. This frequently requires the position to work outside of normal business hours, including occasional weekends.

It may also require preparation of material for or attendance in legal proceedings, either to support Staff in other Units who are an expert witness in a matter before the NSW Land and Environment Court or should you be called as an expert witness, or otherwise preparing instructions for Council's Lawyers when seeking a legal opinion.

The position is required to perform any other duties as directed by the unit Coordinator (within the scope of the job grade, skills and training).

The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Technical Knowledge	<ul style="list-style-type: none">• Possess technical expertise and experience in the following areas:<ul style="list-style-type: none">○ Town planning principles and practice, including knowledge of land economics, infrastructure planning, social planning, heritage, urban design & place making.○ Developing and drafting new policy; including knowing how to match the policy type for purpose.○ Project management systems & their application.○ Portfolio management.○ Collaboration & facilitation of/within multi-disciplinary stakeholders teams/groups.○ Contract & consultancy management.○ Proficient in project scoping.○ Budget management.

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	<ul style="list-style-type: none"> Public consultation techniques and application; public speaking and presentations.
2. Communication, Collaboration Negotiation, Conflict Resolution, Meeting Presentations	<ul style="list-style-type: none"> Possess advanced skill and expertise in the following areas: <ul style="list-style-type: none"> Communicate effectively with and across multiple professional disciplines. Writing succinctly and clearly to convey key meaning or rules, for various audiences, purposes or user groups. Ability to broadly comprehend complex matters arising from other areas of practice (e.g., environmental, economic, engineering or the like). Collect, exchange and coordinate complex information across a broad range of user groups and situations. Succinct, clear identification and prioritisation of key issues or problems. Facilitate effective resolution of issues using dispute resolution techniques. Employ negotiation techniques for effective bargaining. Use of tact and diplomacy. Well-spoken and articulate. Prepare and deliver high standard of professional presentations tailored for different user groups.
3. Policy Development	<ul style="list-style-type: none"> Highly developed understanding of the varying kinds of policy, codes, plans, strategies or laws and expertise with selecting a fit for purpose response. Clear vision and strategies to guide policy development and drafting. Advanced original research and analysis skills. Adept in policy implementation, monitoring and reporting approaches and techniques.
4. Customer Service	<ul style="list-style-type: none"> Prompt, efficient and effective customer service to all internal and external clients. Identify and serve the public interest.
5. Planning Authority and Control	<ul style="list-style-type: none"> Act under the authority of the <i>Environmental Planning and Assessment Act, 1979</i> or Local Government Act to: <ul style="list-style-type: none"> carry out inspections

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	<ul style="list-style-type: none">○ enter onto land and carry out inspection, survey or take measurements or photographs, as necessary.● Sign correspondence within delegation or with the approval of the Unit Coordinator, in their name.
6. Coordination	<ul style="list-style-type: none">● Prepare business reports to the Unit Coordinator and Council.● Prepare professional reports and briefs on legal proceedings.● Instruct Council's solicitor and act as expert witness in the Land and Environment Court.● Prepare correspondence to Government agencies, applicants, objectors and complainants.
7. Supervision	<ul style="list-style-type: none">● Supervise the Unit's staff, as directed.● Select, assess, appraise, motivate and discipline staff within the position's area of responsibility.● Collect, assess, exchange, explain and coordinate information relating to a supervisory role.● Support staff with professional development and training.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017. New staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

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Organisational and External Relationships

Organisational Relationships

- Managers; Council Officers; Directors

External Relationships

- Developers
- Consultants
- Particular Interest Groups
- Public Authorities
- Councillors
- General Public
- Government Authorities

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Degree level qualification in urban / environmental (town) planning.
2. Demonstrated experience within a strategic town planning role.
3. Extensive experience in public / stakeholder engagement and consultation.
4. Demonstrated experience in policy development.
5. Demonstrated high level oral and written communication skills, including meeting presentations.
6. Demonstrated negotiation and conflict resolution skills.
7. Demonstrated competence in supervising staff.
8. Eligible to hold a 'C' Class Driver Licence.

Desirable:

9. Experience within a local government environment.
10. Experience in or demonstrated knowledge of the NSW planning system.
11. Passion for strategic town planning.

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Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Highly Adept
Display Resilience and Adaptability	Highly Adept
Act with Integrity	Highly Adept
Demonstrate Accountability	Highly Adept
Relationships	
Work Collaboratively	Highly Adept
Communicate with a Customer and Community Focus	Highly Adept
Influence and Negotiate	Highly Adept
Results	
Plan and Prioritise	Highly Adept
Think and Solve Problems	Highly Adept
Deliver Results	Highly Adept
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A