

## PART 1 – POSITION DETAILS

<b>Position Title</b>	Strategic Planner
<b>Position Number</b>	Generic
<b>Division</b>	Planning, Place & Community
<b>Business Unit</b>	Strategic & Place Planning
<b>Pay Rate</b>	Northern Beaches Grade H – I
<b>Reports to</b>	Manager, Strategic & Place Planning
<b>Hours</b>	70 hours per fortnight
<b>Status</b>	Permanent
<b>Date of last review and update</b>	October 2018

## NORTHERN BEACHES COUNCIL'S VISION

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

## DIVISION

### Planning, Place and Community

The Planning, Place and Community Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units – Development Assessment, Strategic and Place Planning, Community, Arts and Culture, Environmental Compliance and Children's Services.

## PART 2 – BUSINESS UNIT OVERVIEW

### The Strategic and Place Planning Business Unit

The Strategic and Place Planning Business Unit is responsible for developing sustainable land use and design strategies for Council's diverse regions ranging from established urban areas, through to urban renewal activity centres, future growth areas, rural and environmental significant areas.

The Strategic and Place Planning Business Unit will deliver the following services;

- Strategic Land-Use Planning
- Land Use Policy Development
- Urban Land Release
- Heritage and Structure Planning
- Place Planning and Urban Design
- Section 94 Planning and administration

## **PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES**

### **Role Purpose**

Reporting to the Manager, Strategic & Place Planning the role of Strategic Planner is to undertake research and provide ongoing management and coordination of projects in the Strategic and Place Planning Business Unit.

The typical day-to-day functions of the role may involve: maintaining Council's planning system (including zoning certificate information) in accordance with directions from the State Government and changes in legislation/ policy; undertake research and analysis to support planning strategies/ policies; community engagement; project management; report writing; preparing and assessing Planning Proposals. Overall integration of Council's strategic objectives is an important component of the work.

A significant proportion of the work is project based and therefore strong personal motivation, organisation, project planning, management and coordination are important, as is the ability to work cooperatively and effectively within project team environments.

Effective communication, both written and oral, in liaising with internal and external stakeholders is important to being effective in the role.

As an integral part of the Strategic and Place Planning team, the role will involve:

- Building effective working relationships with internal/external customers and stakeholders
- Actively facilitating the community's involvement in Council's business through effective community engagement technique
- Providing advice to the community in relation to Council's activities and responsibilities in various areas
- Promoting Council's positive reputation in all business dealings

### **Key Responsibilities**

- Research, analyse and integrate relevant considerations (eg economic, social, market, technical, legal and other data or trends) to support implementation of the Council's strategies
- Manage assigned projects and tasks to meet the team's business objectives in terms of time scope and quality
- Provide technical advice to Council staff and external consultants engaged in meeting strategic project outcomes
- Integrate project activities and outputs with the functions of other Council Business Units to ensure coordinated solutions to community issues and needs
- Actively share information relevant to the success of the team
- Undertake procurement, manage contracts and contractor performance relevant to projects and their key deliverables

### **People Leadership**

- Role model the Northern Beaches Council's values and behaviours
- Build and maintain effective business networks and relationships, and establish strategic links with internal divisions, external agencies and/or groups relevant to the functions of the Strategic and Place Planning Unit and assigned work

## Operational

- Maintain a current working knowledge of relevant industry developments, legislation and practice relevant to strategic planning
- Participate in training and other professional development
- Participate in Council Performance Management system
- Maintain effective probity and anti-corruption measures in dealing with contacts
- Maintain a clean and safe work environment while complying with safety policies and procedures
- Comply with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC

## Business Performance

- Take personal responsibility for behaving in accordance with the organisation's values and directions
- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities
- Remain aware of relevant innovation and industry trends and issues, and implement relevant changes to the workplace to ensure Council achieves better practice and strategic objectives.

*\*\*\* Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).*

## PART 4 – ESSENTIAL CRITERIA

### Educational & Experience Requirements

- Relevant tertiary qualifications in town planning or a related discipline.

### Capabilities and Knowledge

- Excellent written and oral communication skills, including ability to communicate with a range of stakeholders
- Project management skills including scoping, determining project resources, budgeting processes, report writing and project delivery
- Analytical, conceptual and problem solving skills with a high degree of initiative and flexibility
- The ability to interpret and apply current planning policy, legislation and regulations particularly the Local Government Act, Environmental Planning and Assessment Act and relevant State and Federal legislation related to Strategic Planning issues
- Behaviour that positively demonstrates Council's values of: respect, trust, teamwork, leadership, integrity, service
- Demonstrated commitment to quality customer service, continuous learning, equal employment opportunities, Workplace Health and Safety, ethical principles, and the ability to act with probity at all times

## PART 5 – DESIRABLE CRITERIA

- Knowledge and understanding of local government
- Previous work experience in Local Government or planning sector
- Experience in building positive organisational workplace culture