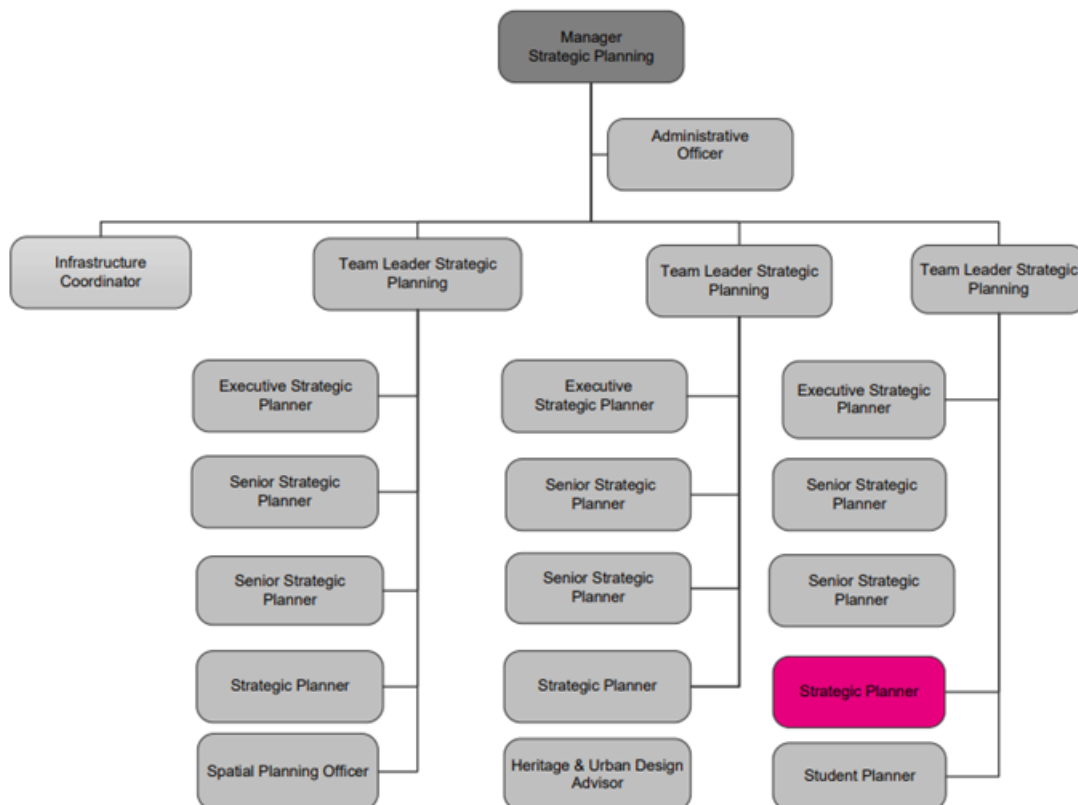


## POSITION DESCRIPTION

<b>Position Title</b>	Strategic Planner
<b>Position Number</b>	43174
<b>Division</b>	Planning and Environment
<b>Branch</b>	Strategic Planning
<b>Grade</b>	16
<b>Special Requirements</b>	Drivers Licence
<b>Physical and Environmental Demands</b>	Ability to carry out site inspections
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Liveable, Balanced

### Reporting Structure



## Position Purpose

To support the development, implementation and review strategic land use strategies and planning instruments to deliver effective urban and rural planning. To administer and review the content of Section 10.7 Planning Certificates prior to issue.

## Key Result Areas

- **Strategic Planning**
- **Policies and Procedures (including legislation)**
- **Environmental Planning Framework**
- **Branch Activities**
- **Customer Service**
- **Corporate Core Values**

## Key Duties & Responsibilities

### Strategic Planning

- Delivery of agreed planning outcomes as identified in Council's Strategic Plan and Strategic Planning Branch work program.
- Support precinct planning in designated Growth areas, including assisting the management of consultants undertaking specialist studies to support precinct planning.
- Support the development and implementation of strategic land use policy.
- To identify and inform Council of emerging issues and trends and recommend appropriate responses.
- Communicate and liaise with key agencies and stakeholders including State Government agencies, peak groups, special interest groups, and industry associations.
- Provide technical assistance and advice on strategic planning matters to Council staff, senior management, Council, developers and the community.
- Represent Council in negotiations with stakeholders.
- Represent Council at relevant professional networks and seminars.
- Attend Council, Committee and public and internal meetings as required.

### Policies and Procedures (including legislation)

- Support the development, implementation and review of strategic land use strategies, planning instruments, such as Local Environment Plans and Development Control Plans, and other policy documents according to relevant legislation and in line with Council's strategic direction.
- Support the review, development and improvement of work systems and practices to ensure efficiency, enhance customer service and meet customer needs.
- Maintain current professional knowledge.

### Environmental Planning Framework

- Review Section 10.7 Planning Certificates collaboratively with Strategic Planning Officers.
- Liaise with relevant branches of Council to ensure accurate data is included on Section 10.7 Planning Certificates in accordance with the EP&A Act.
- Contribute and identify improvements to the generation of Section 10.7 Planning Certificates.
- Maintain current knowledge of legislation, policy and procedures that impact on the development process.

### Branch activities

- Achieve day to day performance goals by participating in team activities.
- Assist the Team Leader, Executive and Senior Strategic Planners in the day to day operations of the team and on all planning matters as required.

- Undertake special projects as required.
- Ensure effective, efficient and consistent outcomes are achieved.
- Report and recommend solutions to problems as necessary.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.
- Other relevant duties which may be required by the Manager, Team Leader, Executive and Senior Strategic Planners from time to time.

#### **Customer service**

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
- Liaise with and provide assistance to internal and external customers on Strategic Planning and Section 10.7 Planning Certificate enquiries.
- Enhance customer service.

#### **Corporate Core Values**

- Continuously display Council's Corporate Core Values of Innovation, Leadership, Partnership, Customer Focus, Commitment and Safety.

#### **WHS Responsibility**

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

#### **Risk Management Responsibilities**

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their Manager or appropriate officer; and
  - follow Council policies and procedures.

#### **Essential and Desirable Criteria**

##### **Essential**

- Tertiary qualifications in Town Planning, or related discipline and/ or extensive job-related experience.
- Working knowledge of Section 10.7 Planning Certificates under the Environmental Planning and Assessment Regulation 2000 and Councils requirements with respect to these certificates.
- Working knowledge of new urban release area planning and associated principles.
- Sound communication, interpersonal, negotiation and problem-solving skills.
- Ability to think strategically, holistically and creatively when working autonomously and as part of a multidisciplinary team to deliver projects.
- Working knowledge of, and/or experience in, the implementation of the Environmental Planning and Assessment Act 1979, the Environmental Planning and Assessment Regulation 2000 and the NSW Local Government Act 1993.
- Strong focus on and commitment to quality customer service.
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times.

**Desirable**

- Demonstrated understanding of Microsoft office computer applications and Geographical Information Systems (GIS).
- Demonstrated skills and experience in the formulation and implementation of community consultation programs.
- Evidence of commitment to ongoing professional development.

**Prepared By**

Manager Strategic Planning

**Date Prepared**

September 2023

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

**Employee Name:****Employee Signature:****Date:**