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|--------------------------|------------------------------------|
| Position Title | Executive Planner - Urban Renewal |
| Department | Planning |
| Unit | City Strategy and Design |
| Team | City Shaping Projects |
| Supervises | Nil |
| Reports To | Team Leader, City Shaping Projects |
| Grade | I |
| Date Prepared | 14/06/2019 |
| Date Last Updated | 31/03/2023 |

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The Executive Planner - Urban Renewal role is a strategic planning position within Canterbury Bankstown Council's City Strategy and Design unit. City Strategy and Design is responsible for delivering place-based master plans, assessing and preparing planning proposals, providing urban design advice, reviewing planning policy and updating Council's local environmental plan and development control plan.

The Executive Planner - Urban Renewal works within the City Shaping Projects team to implement Council's Local Strategic Planning Statement by preparing master plans for Canterbury Bankstown's centres. The Executive Planner - Urban Renewal will lead or contribute to place-based master plans and place-based collaboration projects. Tasks include overseeing the various technical inputs required as part of the master planning process, liaising with a wide variety of stakeholders, and making recommendations on new planning controls that realise their vision for Canterbury Bankstown's centres.

As a specialist position, the role requires a high level of technical proficiency in strategic planning and the ability to draw on a wide range of experiences when facing new challenges. Communication with internal and external stakeholders, management of specialist consultants, and preparing advice for Council are key aspects of the role. The Executive Planner - Urban Renewal reports directly to the Team Leader of City Shaping Projects and will work closely with a small team of other Executive Planners.

Accountabilities






- Work on a range of placed-based master planning projects for strategic centres and locations across the City, underpinned by Council's strategic planning framework.
- Apply a wide range of planning experiences and high level technical proficiency to solve complex planning challenges.
- Preparation of consultant's briefs and working with consultants of various disciplines to inform master planning and decision making.
- Recommend new planning controls for strategic centres and locations as guided by Council's Local Strategic Planning Statement
- Develop, implement and review Council's planning policies, land use strategies, and planning instruments as required.

- Improving Council's processes and systems as they relate to urban planning and development matters.
- Consultation with internal and external stakeholders about key projects.
- Plan and participate in community engagement activities for relevant projects.
- Implement safe work practices and manage work health and safety risks.
- General correspondence and any other task as required.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist

| Capability Group | Capability Name | Level |
|---|---------------------------------|-----------------|
|  Personal Character | Lead Self | Advanced |
| | Display Resilience | Adept |
| | Act with Integrity | Advanced |
| | Safety and Accountability | Advanced |
| | Communicate and Engage | Adept |
|  Relationships | Customer and Community Focus | Adept |
| | Work Collaboratively | Advanced |
| | Influence and Negotiate | Adept |
| | Plan and Prioritise | Advanced |
| | Think and Solve Problems | Adept |
|  Results | Innovate and Improve | Advanced |
| | Deliver Results | Advanced |
| | Finance | Adept |
| | Assets and Tools | Adept |
|  Resources | Technology and Information | Adept |
| | Procurement and Contracts | Adept |
| | Manage and Develop People | N/A |
| | Inspire Direction and Purpose | N/A |
|  People Leadership | Optimise Workforce Contribution | N/A |
| | Lead and Manage Change | N/A |

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

| Group & Capability | Level | Behavioural Indicators |
|---------------------------|----------|---|
| Personal Character | | |
| Lead Self | Advanced | <ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve |
| Personal Character | | |
| Act with Integrity | Advanced | <ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify |
| Relationships | | |
| Work Collaboratively | Advanced | <ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector |

- Models inclusiveness and respect for diversity in people, experiences and backgrounds

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in town planning or related discipline.

Essential Experience

- Demonstrated experience working in a team to deliver solutions to complex, place-based strategic planning problems.
- Demonstrated experience working on significant strategic planning projects, including project managing consultants and carrying out community engagement activities.
- Strong working knowledge of the Environmental Planning and Assessment Act 1979 and relevant planning legislation including the plan making process, local environmental plans, and development control plans.
- High level critical thinking and problem-solving abilities with capacity to solve complex urban development issues in a timely manner.
- Strong interpersonal communication, collaboration and stakeholder management skills including negotiation, mediation, and facilitation skills.
- Demonstrated ability to prioritise work, meet deadlines, and work to a budget.
- Understanding of the roles and responsibilities of State and local government authorities and the private sector in planning matters.

Desirable Qualifications and or Experience

- Demonstrated experience delivering place-based master plans.
- Qualifications in Urban Design.
- Qualifications in Project Management.

- Current Class C driver's licence.

| HUMAN RESOURCES USE (SELECT YES OR NO) | YES | NO |
|---|-------------------------------------|-------------------------------------|
| Does this position fall under the definition of child related employment? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Does this position require incumbent to undergo criminal reference check? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will incumbent need to make disclosure of pecuniary interest? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Could there be a conflict of interest with secondary employment? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |