

<b>Position Title</b>	Strategic Planner
<b>Department</b>	Planning
<b>Unit</b>	City Strategy and Design
<b>Team</b>	Strategic Assessments
<b>Supervises</b>	Nil
<b>Reports To</b>	Coordinator Strategic Assessments
<b>Grade</b>	G
<b>Date Prepared</b>	8/02/2022
<b>Date Last Updated</b>	16/02/2024

## 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

To assess applicant-submitted planning proposals, prepare and progress Council initiated planning proposals, prepare site-specific Development Control Plans and prepare Planning Agreements associated with planning proposals. The review of State Significant Development and Infrastructure proposals, communication with internal and external stakeholders, management of specialist consultants for advice, and preparing advice to Council and its Local Planning Panel are also key aspects of the role.





## Accountabilities

- Assess planning proposals and provide advice to Council about whether or not to proceed.
- Prepare and process Development Control Plans and Planning Agreements associated with planning proposals.
- Prepare and progress Council initiated planning proposals.
- Prepare consultant briefs and work with consultants of various disciplines to inform decision making.
- Improve Council's processes and systems as they relate to planning proposals, urban planning and other related development matters.
- Consult with internal and external stakeholders about key projects.
- Prepare submissions on State and Local Government policy initiatives and district, regional and metropolitan scale infrastructure projects and State Significant Development, using strategic thinking and evidence based analysis and research.
- Plan and participate in community engagement activities for relevant projects.
- Implement safe work practices and manage work health and safety risks.
- Review accuracy of Section 10.7 Planning Certificates before they are issued by Council.
- 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 – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Adept
	Display Resilience	Adept
	<b>Act with Integrity</b>	Advanced
	Safety and Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Advanced
	Influence and Negotiate	Intermediate
 <b>Results</b>	<b>Plan and Prioritise</b>	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	<b>Procurement and Contracts</b>	Intermediate
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	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
<b>Personal Character</b>		
Act with Integrity	Advanced	<ul style="list-style-type: none"> <li>• Models ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way and sets an example for others to follow</li> <li>• Promotes integrity, courage and professionalism inside and outside the organisation</li> <li>• Monitors ethical practices, standards and systems and reinforces their use</li> <li>• Proactively addresses ethical and people issues before they magnify</li> </ul>
<b>Personal Character</b>		
Lead Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> </ul>

		<ul style="list-style-type: none"> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b>		
Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Consults on and delivers team/ unit goals and plans, with clear performance measures</li> <li>• Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>• Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>• Manages risks effectively, minimising the impacts of variances from project plans</li> <li>• Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
<b>Resources</b>		
Procurement and Contracts	Intermediate	<ul style="list-style-type: none"> <li>• Helps others understand and comply with basic ordering, receipting and payment processes</li> <li>• Contributes to the identification of business requirements, deliverables and expectations of suppliers</li> <li>• Provides objective input to evaluation processes for proposals and tenders</li> <li>• Works with suppliers and contractors to ensure that goods and services meet time and quality requirements</li> </ul>

\* 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 Chief Executive Officer.

### 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 an outcome.
- Understanding of planning processes, particularly in relation to planning proposals and the plan making process, Local Environmental Plans and Development Control Plans.
- Demonstrated experience working on planning projects and tasks, and implementing projects on time and to budget.
- Demonstrated ability to prioritise work and meet deadlines.
- Understanding of the roles and responsibilities of State and Local Government authorities and the private sector in planning matters.
- Understanding of the planning, infrastructure and community issues around urban renewal and the planning framework to deliver outcomes.
- Demonstrated verbal, oral and written communication skills.
- Knowledge of planning legislation, state planning policies and planning instruments.

#### Desirable Qualifications and or Experience

- Qualifications in Project Management
- Current C Class Drivers Licence
- Experience working as a planner in Local Government and/or State Government

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: No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Could there be a conflict of interest with secondary employment?

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