



POSITION DESCRIPTION

Strategic Planner

Position:	Strategic Planner Permanent Full-Time
Award Classification:	Band 6
Division:	Development & Community Services
Department:	Planning, Building & Health
Current Occupant:	Vacant
Approved By:	General Manager Development & Community Services
Date Approved:	4 December 2017

Position Objectives

- To investigate and prepare advice and/or responses to strategic planning issues.
- To prepare and deliver strategic planning policies, reports and projects.
- To prepare and process planning scheme amendments, including assessment and reporting on planning scheme amendment requests.
- To process planning and subdivision applications efficiently and effectively in accordance with relevant legislation and the Planning Scheme.
- To represent Council at independent planning panels, Victorian Civil and Administrative Tribunal (VCAT) and in other legal forums as necessary
- To provide professional and timely advice in respect to planning and development matters, both internally and to external customers.

Key Responsibility Areas

- Investigate and prepare responses to strategic planning issues.
- Participate in the preparation and delivery of strategic policies, reports, projects and programs with respect to relevant organisational and corporate plan objectives and principles, including the management of external consultants where applicable.
- Prepare and process planning scheme amendments, including assessment and reporting on planning scheme amendment requests
- Assess and report on planning permit applications and other planning matters as required, in consultation with the Planning Manager and other senior staff.
- Represent Council at independent planning panels, Victorian Civil and Administrative Tribunal (VCAT) and in other legal forums as necessary, related to strategic planning matters.



- Provide professional and timely advice in respect planning and development matters to both internal and external customers.
- Prepare and deliver community education and awareness programs for strategic planning matters.
- Prepare and deliver public consultation programs in respect to strategic planning matters.
- Maintain up to date knowledge of planning legislation, practices and procedures.
- Represent Council on various State and local community committees related to strategic planning.
- Prepare reports, responses and submissions in respect to State and Commonwealth government initiatives in respect to strategic land use planning matters.
- Establish, facilitate and co-ordinate steering committees and liaise with external consultants in respect to strategic planning projects and programs.
- Participate in multi-disciplinary teams engaged in activities associated with strategic planning matters and/or organisational or corporate planning which may impact on strategic land use and development planning.
- Establish and maintain good working networks with other persons, organisations, community groups, service authorities/providers and government agencies and departments who have an involvement or interest generally in strategic planning issues affecting Colac Otway Shire.

Standard Organisational Responsibilities

Customer Service

- Promote and enforce Council's policy of excellence in customer service;
- Provide appropriate customer services to our customers in a prompt and engaging manner via social media or web updates;
- Maintain the highest ethical standards and confidentiality in dealing with data, our customers and each other.

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace;
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice;
- Work within Occupational Health & Safety Acts, Regulations and Codes of Practice;
- Ensure Council's Risk Management Policy & Procedures are observed and complied with.
- Enforce Council's OH&S and Risk procedures with contractors and consultants.

Human Resources

- Identify training and development needs through Appraisal System for yourself and any staff you directly supervise, and participate in corporate training;
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs;
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Management

- Ensure accurate and prompt registration of all customer requests within the request system, action and respond to assigned requests within a prescribed timeframe and according to Colac Otway Shire Performance Standards;
- Ensure effective use of relevant application software systems (appropriate level of training provided).
- Make and keep accurate and complete records of business activities, including email.
- Ensure the quality and accuracy of data used or enter into TRIM.
- Understand records management obligations and responsibilities.



- Create records proactively, even those that would not otherwise be created from activities such as telephone conversations, verbal decisions, meetings, conferences etc.

Organisational Development & Business Improvement

- Promote Council Values and participate in ongoing business improvement initiatives to continuously improve Council's systems and processes.
- Actively contribute ideas and suggestions which promotes a culture of innovative thinking.
- Participate in the development and monitoring of Unit Business Plan objectives as appropriate.
- Participate in the Employee Alignment and Engagement Survey as requested.
- Comply with the Colac Otway Shire Customer Performance Standards.

Emergency Management

- As part of the duties associated with this position, the incumbent may be requested to assist Colac Otway Shire Council in responding to an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community. This may involve temporarily working in a different work location within the Shire. Priorities of Council shift during emergencies, and as such, Officers may find themselves engaged in work activities that differ from the key responsibility areas that are outlined in their Position Descriptions. Staff will be not be seconded into roles that are beyond their existing skill sets.

Child Safety

- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures.
- Promote the cultural safety, participation and empowerment of children including Aboriginal, culturally and/or linguistically diverse children, and children with a disability.
- Respond promptly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian in accordance with Council's Child Safe policy.

Organisational Relationships

Reports to: Strategic Planning & Major Projects Coordinator

Directly Supervises: Nil

Internal Liaisons: All Staff
Councillors

External Liaisons: General Public
Government Departments and Agencies
Community Groups
Consultants



Organisational Context

Vision

A sustainable community with a vibrant future

Mission

Council will work with our community and partners to provide:

- Innovative leadership, good governance and financial accountability
- Value for money, accessible and appropriately targeted services
- A strong advocacy and engagement approach to achieve a truly liveable community

Our Values

- Respect
- Integrity
- Goodwill
- Honesty
- Trust

The Position: This position forms part of a multi disciplinary group promoting sustainable natural and built environments. The incumbent will be expected to undertake a range of activities, associated with strategic planning including processing of planning scheme amendments and development of strategic policies/projects. The position will also involve processing and assessment of planning permit applications and related matters from time to time, providing support to the Statutory Planning team.

Classification Criteria

Accountability and Extent of Authority

The position is authorised/responsible for:

- Provision of professional and timely advice in respect to strategic land use and development matters to senior management and Council.
- Provision of timely professional advice to Town Planners administering the Planning Scheme, Planning and Environment Act 1987 and Subdivision Act 1988.
- Undertaking allocated responsibilities and tasks in a professional, timely and proficient manner in accordance with budget allocations.
- Prepare and delivery strategic planning policies, reports and projects, including management of consultants and project budgets.
- Prepare and process planning scheme amendments, including in respect to amendment requests, and representation of Council at Panel Hearings.
- Process planning application and subdivision proposals from time to time.
- Identification of strategic planning issues and gaps.
- Prepare and undertake public consultation programs in respect to strategic planning matters.
- Preparation of reports, responses and submissions in respect to State and Commonwealth government initiatives in respect to strategic land use planning matters.
- Represent Council on various State and local community committees related to strategic planning.
- Establish, facilitate and co-ordinate steering committees in respect to strategic planning projects and programs.
- Establish and maintain good working networks with other persons, organisations, community groups, service authorities/providers and government agencies and departments who have an involvement or interest generally in strategic planning issues affecting Colac Otway Shire.



Judgement and Decision Making

- Prepare and deliver strategic planning policies, reports and projects, supported by the Coordinator.
- Provide professional and timely advice in respect to strategic land use and development matters, seeking advice and support from more senior staff where required
- Decision making generally in accordance with legislation and policy in respect to strategic planning matters, and Council's instrument of delegation.

Specialist Skills and Knowledge

- Experience in strategic or statutory planning, preferably in local government.
- Good understanding of Victorian planning and related legislation.
- Strong analytical and strategic thinking skills
- Ability to provide timely professional information and advice
- Experience in the preparation of high quality submissions and reports.
- Experience in the formulation and delivery of policies and strategies.
- Computer literacy skills including Geographic Information Systems, Spreadsheet Database Applications and Word Processing

Management Skills

- Ability to liaise with other Council staff to produce professional and timely reports, strategies and policies.
- Awareness of and commitment to Occupational Health & Safety and Equal Opportunity principles
- Ability to set priorities, plan workload, meet deadlines and achieve the objectives through the effective use of time
- Ability to effectively manage multiple projects at any one time.
- Commitment to working to achieve pro-active and positive outcomes.

Interpersonal Skills

- Well developed written and verbal communication skills
- Ability to provide clear, concise verbal and written advice and reports
- Well developed negotiating skills
- Solution focused and ability to resolve problems
- Ability to develop and maintain effective networks and to gain co-operation and assistance from stakeholders
- Ability to consult with stakeholders

Qualifications and Experience

Necessary

- Tertiary qualification in Town Planning, or related fields.
- Demonstrated experience in strategic planning, preferably in local government (experience in statutory planning is advantage).
- Experience with Geographic Information Systems, computerised record systems and database applications.
- Demonstrated knowledge and understanding of strategic analysis and policy development.

Desirable

- Membership or eligibility for membership of the Planning Institute of Australia.
- Current Australian Driver's license is essential.



Key Selection Criteria

- An appropriate tertiary qualification in Town Planning or related fields.
- Demonstrated experience in strategic planning, preferably in local government (experience in statutory planning is advantage).
- Demonstrated understanding of the *Planning and Environment Act 1987* and other related legislation and regulations.
- Demonstrated experience in preparing and undertaking planning scheme amendments and thorough understanding of the planning scheme amendment process.
- Well developed written communication skills, including report writing
- Highly developed interpersonal skills.
- Demonstrated ability to effectively undertake and manage multiple projects at any one time including experience in writing project briefs, managing consultants and undertaking stakeholder consultations.
- Computer literacy skills including understanding Geographic Information Systems, Spreadsheet database applications and Word Processing.
- Current Drivers license is essential

Pre-Employment Screening

A person, independent contractor, consultant, volunteer or other person recommended for appointment/engagement to a position/role at Colac Otway Shire is required to complete pre-employment screening which includes:

- a criminal record check (including disclosure or any pending charges). Note: a previous conviction or pending charge will not necessarily preclude an offer of employment or engagement.
- 100 points identification check
- confirmation of qualifications
- Physical assessment where specified in a position description because of the inherent physical requirement of the job; and/or where a preferred candidate indicates a pre-existing medical condition that may impact their ability to perform the inherent requirements of the role.
- Working With Children Check.

Satisfying Criminal Records Check Requirements:

An applicant satisfies the requirement for a criminal records check by either:

- a) providing an original current National Police Certificate for verification (a certificate will only be deemed current if it is dated within 6 months of the appointment); or,
- b) completing a “consent to check” form enabling Colac Otway Shire Human Resources staff to complete a criminal check on-line via its contracted service provider.

Verification of Qualifications

An applicant is required to verify academic or other qualifications by producing the original certification documentation, or a certified copy, for viewing by a Colac Otway Shire Human Resources (or other relevant) staff member. A copy of the qualification/s will be kept on the employee file, or other relevant file in the case of a contractor, consultant, volunteer etc.

- Confirmation of qualifications.
- Physical assessment where specified in a position description because of the inherent physical requirement of the job; and/or where a preferred candidate indicates a pre-existing medical condition that may impact their ability to perform the inherent requirements of the role.

Special Characteristics

Note: Appointment is provisional on the basis of a pre-employment Police Check.



Terms and Conditions Of Appointment

The Strategic Planner position is classified as a Band 6 within the Colac Otway Shire Enterprise Agreement No. 7 2016. The position is Permanent Full-time. The salary range for the position is \$73,574 to \$ 79,579 per annum, plus superannuation. Actual salary will be determined having regard to the Officer’s qualifications and experience. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply pursuant to the Colac Otway Shire Enterprise Agreement No. 7, 2016.

The position is Permanent Full-Time. Current office hours are 8.30am to 5.15pm Monday to Friday. Council offers a ‘19 day month’ rostered day off scheme based on an average of 38 hours a week.

This position is subject to a six-month probationary/qualifying period.

Application Details

1. Applications for this position close at 4.00pm, Friday 22 December 2017. To apply:

Online	Submit an online application by selecting “Apply for this position” on our website at www.colacotway.vic.gov.au/Council-the-shire/Jobs-tenders/Jobs-listing
Email	Email your application to recruitment@colacotway.vic.gov.au
Post	Post your application to: CONFIDENTIAL Recruitment Colac Otway Shire PO Box 283 COLAC VIC 3250

2. Information to be included with your application:
- Letter of application
 - Detailed response to the Key Selection Criteria
 - Current resume

Please note: applications that do not respond to the Key Selection Criteria will not be considered.

Robert Dobrzynski
Chief Executive Officer

Colac Otway Shire Council is an equal opportunity employer and a child safe organisation

Please note: The Colac Otway Shire Council offices close on Friday 22 December and re-open on 2 January 2018, therefore selection for interviews for this position will not be made until January 2018.