POSITION DESCRIPTION

<table>
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<tr>
<th>TITLE</th>
<th>Coordinator Strategic Planning</th>
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<tr>
<td>DIRECTORATE</td>
<td>Infrastructure and Development</td>
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<tr>
<td>UNIT</td>
<td>Development Services</td>
</tr>
<tr>
<td>AWARD CLASSIFICATION</td>
<td>Band 7</td>
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<tr>
<td>DATE OF CREATION / AMENDMENT</td>
<td>Updated March 2019</td>
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VISION:

Innovative, creative, connected.

VALUES

Our values drive how we go about our work, how we work with our communities and customers and with each other. All staff, contractors, volunteers and students are expected to demonstrate the values in how they work.

POSITION OBJECTIVES

- To coordinate the strategic planning functions of the Development Services Unit to ensure the responsibilities of Council under the Planning and Environment Act 1987, the Subdivision Act 1988, Heritage Act 2017 and the Mount Alexander Planning Scheme are met efficiently and effectively.
- To monitor the effectiveness of the Mount Alexander Planning Scheme to meet legislative requirements, including coordination of planning system reform initiated by Council and the State government.
- To devise and implement a strategic planning work program that gives effect to directions contained in the Council Plan and other adopted strategies.
- To lead a team in the delivery of innovative strategic planning projects, with a strong focus on contemporary place-based planning practices and methodologies.
- To foster and actively promote an organisational culture focused on continuous improvement and the delivery of positive outcomes for the Mount Alexander community.
- To strengthen linkages between policy development and statutory implementation.
- To manage projects and contracts in-line with agreed outcomes and established timelines.

KEY RESPONSIBILITY AREAS

LEADING

- Participate in the Development Services leadership group, and take an active role in modelling preferred organisational behaviours and values at all times.
- Develop and determine priorities and provide clear direction to staff on the unit’s work program.
• Participate in the preparation and delivery of council plans and strategies, business plans and service reviews.
• Lead the team in undertaking stakeholder engagement activities; such as community consultation for strategic projects; and, engagement with agencies.
• Ensure that team members are knowledgeable about legislation, regulations and policies relevant to the services and advice provided by the unit.

WORKING TOGETHER
• Coach, mentor and engage team members to ensure they have clarity about their role and maintain agreed performance levels.
• Liaise with other team leaders within the unit to ensure a high level of service is provided to internal and external customers.
• Provide supervision and support to all team members including undertaking annual reviews, and setting objectives.
• Collaborate across Council to work on and lead multidisciplinary projects.
• Collaborate with the Manager to improve motivation, performance and service delivery.

EFFECTIVE COMMUNICATION
• Conduct regular face to face communication with the team.
• Confirm understanding of agreed actions and timeframes to support implementation of business plans.
• Clearly document project plans and timeframes.
• Regular update reports on progress against project plans and timelines and make adjustments as necessary with appropriate approvals.
• Produce clear, concise, accurate and informative written reports for consideration of the Leadership Group, Councillors and Council, and undertake research and investigation as required.
• Ensure that correspondence and enquiries are processed promptly and efficiently in accordance with Council’s Customer Service Strategy.

CONTINUOUS IMPROVEMENT
• Identify processes and systems improvements to ensure efficient and smooth functioning.
• Research and discuss improved work practices.
• Facilitate team participation in work analysis, problem solving and improvement.

BUILDING AND MAINTAINING RELATIONSHIPS
• Build relationships within and external to Council to support delivery of the strategic planning agenda.
• Allocate appropriate time to manage tasks and foster team relationships.
• Meet regularly with internal and external service providers to monitor performance and provide feedback.
• Maintain confidentiality in performing the duties of the position.

DELIVERING
• To develop strategies, plans and processes to ensure high quality strategic planning services are delivered within the Shire, in accordance with the Council Plan and strategic program.
• To develop framework plans for identified areas.
• Administer and ensure compliance with Council’s obligations and authorities under Acts, Regulations and Codes, including but not limited to the Planning and Environment Act 1987, the Heritage Act 2017, relevant regulations and the Mount Alexander Planning Scheme.
• Coordinate and monitor the progress and timely update of policies and amendments to the Mount Alexander Planning Scheme and strategic planning studies, in consultation with the Strategic Planner.
• Provide advice to Councillors and staff across the organisation on strategic planning issues.
• Devise and deliver an annual Strategic Planning program, within budget and resource allocations, to achieve project and planning scheme amendment completion.
• Ensure Council reports are comprehensive and understandable, including recommendations.
• Establish a practical response to any internal or external service audits.
• Provide regular reports to Manager Development Services on progress of strategic program.
• Oversee implementation of State planning reform initiatives and Council and proponent-led planning scheme amendments.

TRAINING AND EDUCATION

• Educate staff in Strategic Planning issues and how to develop appropriate practices and procedures in order to minimise and control the risk/s.
• Engage across the organisation to build the profile of Strategic Planning activities.

ORGANISATIONAL RELATIONSHIPS

Reports To: Manager Development Services
Supervises: Strategic Planner (Band 6), Heritage and Urban Design Officer (Band 6), contractors and consultants as required
Internal Liaisons: Staff at all levels across the organisation and Councillors

ACCOUNTABILITY AND EXTENT OF AUTHORITY

• The responsibilities of this position include staff supervision, budget monitoring, contract management, provision of specialist advice to other Council officers and to community members in accordance with the Planning and Environment Act 1987 and Mount Alexander Planning Scheme.
• The position undertakes investigative and analytical work that contributes to policy development.
• The freedom to act in relation to resource management is governed by the allocated budget which is reported against monthly.
• Act under delegated authority in accordance with Council’s delegation policy and at the direction of the Manager Development Services.
• Make recommendations to Council and other bodies about statutory and strategic planning matters.

JUDGEMENT AND DECISION MAKING

• Sound understanding of the policy, legislative and regulatory framework in which statutory and strategic planning operates.
• Understanding of the policies and longer term objectives for the planning team and how these relate to the Council as a whole.
• Able to set own work priorities and those of others within the team to ensure that tasks are completed within required timeframe and to required standard despite conflicting pressures.
- Ensure the co-ordination of resources.
- Ensure the careful exercise of delegated duties.
- Report issues of significance and new program initiatives to the Manager Development Services and Leadership Group.
- Make recommendations in relation to the Planning Scheme in response to requests for amendments, and in response to the continued monitoring of these documents.

SPECIALIST SKILLS AND KNOWLEDGE

- Advanced knowledge of contemporary planning practice, in particular the use of place-based methodologies to prepare framework plans, design guidelines, and place activation plans.
- Preparation of reports requiring analytical and research skills, ability to identify options, political issues and present balanced comments using existing Council policies, precedent, background and local knowledge.
- Apply theory (based on Planning Scheme and Planning and Environment Act provisions), together with a practical understanding of development constraints, to develop options and solutions to solve problems.
- Be able to use relevant computer based applications and GIS software.
- Project management skills to develop, deliver, report on and complete projects.

MANAGEMENT SKILLS

- Skills in managing time, setting priorities, planning and organising one's own work, and that of other employees, so as to achieve specific and set objectives in the most efficient way possible, within the resources available and within a set timetable.
- Providing feedback and day-to-day supervision to staff supervised, including the provision of support, training and encouragement.
- Ability to manage a variety of complex tasks with minimal supervision.
- Ability to analyse future business needs and build strong business cases to support investment in new strategic planning programs and projects.
- Provide guidance, advice, leadership, mentoring and support to develop and motivate members of the team by sharing expertise and knowledge.
- Ability to build trust and influence others in the organisation.
- Gain the confidence and co-operation of other staff.
- Delegate duties and responsibilities when required in consultation with the Manager Development Services.
- Manage the unit’s annual budget and meet regular financial reporting requirements.
- Acts in accordance with team leader role responsibilities of the How We Work Capability Framework.

INTERPERSONAL SKILLS

- Ability to gain co-operation and assistance from clients, agencies, members of the public and other employees in the delivery of the planning service and in the supervision of other employees.
- Explain and clarify the planning scheme and associated legislation to members of the public, Councillors, staff and other agencies.
• Liaise with counterparts in other organisations to actively seek opportunities for collaboration on issues of importance to the Shire and region.

• Negotiation and dispute resolution skills.

• Commitment to quality customer service.

• A flexible approach to new and progressive ideas.

QUALIFICATIONS AND EXPERIENCE

• A tertiary qualification in Planning that is recognised by the Planning Institute of Australia. Post-graduate qualifications in Planning or a related discipline will be highly regarded.

• Experience leading the development of strategic planning work programs and projects in a local government setting.

• The ability to lead, motivate and manage teams and individuals within an open, collegial and high performing workplace.

• A strong understanding of contemporary planning theory and practice, with a particular focus on the role and value of place in determining strategies for growth and change.

• An appreciation of the role of strategic planning in creating economic and cultural value across the Shire.

• Experience in all aspects of the strategic planning process, from project design through to policy development and planning scheme implementation.

• Experience and ability to prepare project briefs, high level of negotiation skills and proven ability to produce a high quality output.

• Experience managing budgets and undertaking a range of financial management reporting requirements is preferred but not mandatory.

OCCUPATIONAL HEALTH AND SAFETY AND RISK

All employees, contractors and service providers are responsible for effective risk management practices, including incident reporting, and ensuring that management is aware of risks associated with business operations.

EMERGENCY MANAGEMENT

Emergency management is a core business for Council. All employees may be required to contribute to emergency management planning and activities as they arise and in an emergency you may be directed by your manager to participate in duties not normally assigned to you.

KEY SELECTION CRITERIA

• A tertiary qualification in Planning that is recognised by the Planning Institute of Australia. Post-graduate qualifications in Planning or a related discipline will be highly regarded.

• A strong understanding of contemporary planning theory and practice, with a particular focus on the role of place value and character in devising strategies for growth and change.

• Experience in the development of a strategic work program in a local government setting.

• A demonstrated ability to lead, motivate and manage a team and individuals to deliver a range of innovative strategic and place-based projects.

• Experience preparing and implementing strategic plans, studies, guidelines, policies and planning scheme amendments, from conception to full implementation.

• An ability to support and develop staff within an open, collegial and high performing workplace.

• High level interpersonal and communication skills with the ability to liaise effectively with internal and external stakeholders.
- Ability to create an understanding of the organisational values in team members, and to apply those values in daily work.

I understand, agree to and accept the role as outlined in accordance with this position description.

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<th>NAME (please print)</th>
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Signed on behalf of Mount Alexander Shire Council

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<tbody>
<tr>
<td>TITLE</td>
<td>Executive Manager Organisational Capability</td>
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