

POSITION DESCRIPTION

Position:	STRATEGIC PLANNER
Employment Status:	Part Time
Position number:	1195
Directorate:	Infrastructure and Development
Unit:	Development Services
Classification:	Band 6
Date adopted/reviewed:	24/7/2023
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THE UNIT

The Development Services unit incorporates the Strategic Planning, Statutory Planning, Community Safety and Amenity, Public and Environmental health and Building Services teams. The unit is community focused, working to ensure the sustainable development of our shire through land use planning and compliance and keeping our community safe.

POSITION OBJECTIVES

- Ensure that the Mount Alexander Planning Scheme is able to deliver desired social, environmental, and economic outcomes.
- Monitor the effectiveness of the Mount Alexander Planning Scheme and associated policy to meet legislative requirements, including planning system reform initiated by Council and the State Government.
- Assist in the delivery of innovative strategic planning projects, with a strong focus on contemporary planning practices and methodologies.
- Prepare planning scheme amendments and administer their implementation in accordance with legislation.

KEY RESPONSIBILITIES AND DUTIES

- Provide advice to the public, developers and the clients of Council in relation to the provisions of the Mount Alexander Planning Scheme, Council planning policies, strategies and planning procedures.
- Assist in the timely preparation, processing and administration of amendments to the Mount Alexander Planning Scheme in accordance with legislative requirements.
- Assist the Coordinator Strategic Planning in the preparation and completion of innovative strategic planning projects including, but not limited to framework plans, master plans, neighbourhood character studies and planning scheme reviews.
- Provide high quality, innovative and timely strategic planning input into various major projects.
- Liaise with State, Commonwealth and non-government agencies on strategic planning matters.
- Represent Council at Panel Hearings and other legal forums where required.

- Maintain good relations with statutory planning staff, seek their input and advice regarding improvements to the planning scheme, and ensure the intent and direction of new strategic work is clearly understood.
- Collaborate across Council to work on and assist in multidisciplinary projects.
- Actively contribute to the development and implementation of Continuous Improvement initiatives.
- Participate in broader strategic and corporate planning within the Development Services unit.
- Provide advice to the general public and developers on strategic planning matters and procedures relating to strategic planning and planning scheme amendments.
- Provide advice to the Coordinator Strategic Planning, Coordinator Statutory Planning and Manager Development Services on strategic planning matters and procedures relating to strategic planning and planning scheme amendments.
- Provide specialist advice and guidance to the public and developers on the conformity of land use and development proposals with Council strategic planning outlook.
- Report issues of significance and new program initiatives to the Coordinator Strategic Planning.
- Make recommendations in relation to the Planning Scheme in response to requests for amendments, and in response to the continued monitoring of these documents.
- Prepare briefing papers and reports and present to Executive Team and Council on strategic planning matters as required.

OCCUPATIONAL HEALTH AND SAFETY

An employee, while at work, shall:

- be responsible for compliance with OH&S regulations relevant to the tasks performed.
- provide a safe working environment for the community and private property whilst engaged in work practices.
- take care of their own health and safety and the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace.
- adhere to and assist in the continuous improvement of Council's occupational health and safety, and risk systems.
- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure.
- adhere to and assist in the continuous improvement of Council's risk management system.

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.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Strategic Planning
Supervises:	Nil
Internal liaisons:	All Council Staff
External liaisons:	State Government Departments, Developers, Legal Representatives, Non-Government Agencies, Consultants, Applicants, Other Councils, Community

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Undertake policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.

JUDGEMENT AND DECISION MAKING

- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- Ability to improve and/or develop methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

SPECIALIST SKILLS AND KNOWLEDGE

- Understanding of land use planning principles, the Victoria Planning Provisions (VPPs), land development issues and strategic planning processes including community engagement, and the planning scheme amendment process.
- Understanding of relevant legislation, including the *Planning and Environment Act 1987* and *Subdivision Act 1988*.
- Knowledge of contemporary planning practice to prepare framework plans, design guidelines, and place activation plans.
- Ability to research and analyse economic, social and environmental strategic planning issues affecting the Shire.
- A working knowledge of computer based applications and GIS software.

MANAGEMENT SKILLS

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate 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.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

INTERPERSONAL SKILLS

- Ability to demonstrate and display the organisation's values.
- Ability to provide excellent customer service.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the organisation to resolve intra-organisational problems.
- Excellent verbal communication skills and the ability to confidently and professionally communicate with a range of stakeholders including executive management, managers and employees

- Well-developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.

QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma qualification in Planning or a related discipline.
- Experience in Planning or a related discipline in local government.
- Experience in strategic land use planning including project design, community engagement, planning scheme amendments and planning panels, or statutory planning.
- An understanding of contemporary planning theory and practice within the context of the Victorian planning system.
- Victorian Driver License.

CHILD SAFETY

Mount Alexander Shire Council is a committed Child Safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. ALL Council staff must ensure that their behaviours and actions are consistent with these standards.

DIVERSITY, EQUITY AND INCLUSION

Mount Alexander Shire Council is committed to diversity, equity and inclusion. Council welcomes applications from people from different backgrounds, people of culturally and linguistically diverse backgrounds, those living with disabilities, members of the LGBTIQ+ community and people of Aboriginal and Torres Strait Island descent.

INFORMATION SECURITY

Council ensures the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction in order to provide confidentiality, integrity and availability.

All Council staff review and sign the Acceptable Use Policy and complete mandatory information security training upon commencement and undertake further training relevant to their role.

INTELLECTUAL PROPERTY

Council employees must not disclose any confidential information belonging to Council or otherwise coming into their possession during the course of their employment, except as expressly permitted under any of the organisation's policies or as required by law.

All intellectual property (including patents, copyrights, trademarks, inventions, designs or other intellectual property) created and/or developed by a Council employee whilst at work or while using Council's equipment is the exclusive property of Council.

ADDITIONAL INFORMATION

- As part of Council's recruitment and selection process and related policies, a satisfactory police check will be required for this position. Some positions may also be subject to a pre-employment medical check and/or require a Working with Children check.
- You may be provided with or use equipment that contains electronic monitoring devices.
- All employees are required to actively partake in the annual performance development review. Position descriptions are reviewed as part of this process.
- As public officers under the Public Records Act 1973, all staff have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

KEY SELECTION CRITERIA

- Experience in strategic land use planning including project design, preparing and implementing strategic plans, community engagement, planning scheme amendments and planning panels and/or the assessment of complex planning permit applications.
- An understanding of contemporary planning theory and practice within the context of the Victorian planning system.
- Ability to work collaboratively with staff across the organisation and with the community to gain cooperation and participation.
- Excellent communication skills, both verbal and written with proven skills in quality report writing and preparing Planning Scheme Amendments and Council reports.
- Ability to use initiative in setting priorities and solving problems.
- Demonstrated ability to work with minimal supervision and manage multiple deadlines and enquiries.