

POSITION DESCRIPTION

Position Title:	Strategic Planner	Directorate:	Infrastructure and Development
Position Number:	100505	Department:	Development
Employment Status:	Full-Time	Section:	Strategic Planning
Employment Type:	Permanent	Location:	Chambers
Classification:	Schedule A, Salary Point 13		
Reports to:	Senior Strategic Planner		

PRIMARY PURPOSE:

The Strategic Planner is responsible for investigating and researching strategic land use issues and preparing and implementing land use and development strategies. The Strategic Planner will assist in the ongoing review and administration of the Glenorchy Local Provisions Schedule.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Strategic Planner** reports to the **Senior Strategic Planner** for all operational and management matters.
- The role is a key contributor to the Development Team and will liaise with employees of Council, the Glenorchy Planning Authority and other Elected Members.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, property owners and developers, Government and statutory authorities, other local government organisations, business sector and peak bodies, visitors and contractors to the City of Glenorchy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Strategic Planning Work	<p>To assist the Senior Strategic Planner to investigate and research strategic land use issues and in preparing and implementing land use and development strategies by:</p> <ul style="list-style-type: none">• Investigating and undertaking general studies, planning research surveys, data collection, and analysis on strategic land use matters and prepare results• Developing policies and mechanisms, including planning scheme amendments, to implement land use management objectives• Developing, monitoring and reviewing land use planning policies in relation to land use management• Assessing requests for planning scheme amendments• Liaising and consulting with internal and external stakeholders in relation to land use planning matters• Advising on matters relevant to strategic planning, including State policies and major projects affecting Council• Attending Glenorchy Planning Authority meetings and presenting key issues for decision making by the elected members and providing professional advice as required• Preparing and presenting evidence to the Tasmanian Planning Commission and Tasmanian Civil & Administrative Tribunal as required
Customer Service	<ul style="list-style-type: none">• Promote the positive image of Council as a whole• Ensure that a high standard of customer service is maintained to both internal and external customers• Engage, listen to and act where appropriate on feedback from our customers• Implement, evaluate and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none">• Assist in the achievement of agreed outcomes consistent with department business plans and budgets• Perform any other duties as directed
Organisational Responsibilities	<ul style="list-style-type: none">• Support and adhere to Council's policies and procedures, code of conduct and relevant acts• The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

- As per delegation register

KEY SELECTION CRITERIA:

1. Tertiary qualification in Land Use Planning or a relevant discipline.
2. Demonstrated experience in strategic land use planning, with the demonstrated ability to research, analyse and interpret planning related land use matters, and prepare reports or policy directions to implement land use goals.
3. A commitment to quality customer service, including fostering a culture of customer service excellence.
4. Demonstrated ability to work both as part of a team and autonomously on specific projects.
5. Demonstrated problem solving and decision-making abilities along with the ability to recommend workable solutions.
6. Well-developed written and verbal communication skills with the ability to relate to people at all levels.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	