

POSITION DESCRIPTION

Position Title:	Lead Strategic Planner	Directorate:	Infrastructure & Development
Position Number:	100082	Department:	Development
Employment Status:	Full-Time	Section:	Planning Services
Employment Type:	Fixed term unit December 2026	Location:	Chambers
Classification:	Grade 6		
Reports to:	Coordinator Planning Services		

PRIMARY PURPOSE:

The primary purpose of the position is to manage Council's strategic planning function.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Lead Strategic Planner** reports to the **Coordinator Planning Services** for all operational and management matters.
- The role is a key contributor to the Planning Services Team and will liaise with employees of Council.

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	<ul style="list-style-type: none">• Act as the senior technical authority within Council by providing specialist advice on strategic planning matters.• Monitor Council's statutory and development control policy documents and recommend changes when considered appropriate.• Investigate and research strategic land use issues and prepare and implement land use and development strategies by:<ul style="list-style-type: none">○ 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 as required.• Provide back-up assistance to Coordinator Planning Services when required.
Staff Management Responsibilities	<ul style="list-style-type: none">• Support the Coordinator Planning Services with staff recruitment and workforce planning.• Directly lead and supervise planners, graduates and trainees within the strategic planning team.• Oversee daily operations, allocating work to ensure timely, high quality and customer focussed outcomes.• Foster strong team relationships by holding regular team meetings and open communication.• Undertake performance reviews, encourage reciprocal feedback and proactively manage performance related issues.• Support staff development by identifying training needs and ensuring staff have the necessary skills to deliver on their responsibilities.
Teamwork	<ul style="list-style-type: none">• Collaborate effectively with colleagues and stakeholders to achieve shared objectives.• Contribute to internal and external working groups on strategic planning and development matters.• Positively contribute to the team by ensuring the effective completion of day-to-day tasks in accordance with the objectives of the directorate.

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:


- Any specialist delegation relating to this position is detailed as per Council's delegation and authorisation register.

KEY SELECTION CRITERIA:

- Tertiary qualification in Land Use Planning or a relevant discipline.
- 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.
- A commitment to quality customer service, including fostering a culture of customer service excellence.
- Demonstrated ability to lead a team, and work as part of a team on specific projects.
- Demonstrated problem solving and decision-making abilities along with the ability to recommend workable solutions.
- 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:	Paul Garnsey	
Manager Signature:		Date:
Director Name:	Luke Chiu	
Director Signature:		Date:

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

Employee Name:	
Employee Signature:	Date: