

POSITION DESCRIPTION

Position Title:	Strategic Planner – Level 1	Directorate:	Infrastructure & Development
Position Number:	100082	Department:	Development
Employment Status:	Full time	Section:	Planning Services
Employment Type:	Fixed term until December 2026	Location:	Chambers
Classification:	Band 5		
Reports to:	Coordinator Planning Services		

PRIMARY PURPOSE:

The primary function of this role is to undertake strategic land use planning duties within Council's Planning Section.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **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, occupiers 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
Land Use Planning	• Investigate and undertake general studies, planning research surveys, data collection, and analysis on strategic land use matters and prepare results • Assist in the development, monitoring and review of land use planning policies, and planning scheme amendments in relation to land use management • With guidance from senior staff, provide professional planning advice on matters relevant to strategic planning including requests for planning scheme amendments, State policies and major projects affecting Council • Consult with relevant internal and external stakeholders in relation to land use and development matters. • Research and prepare accurate and comprehensive written reports on land use and development. • Develop skills to present reports at Glenorchy Planning Authority meetings and represent Council at the Tasmanian Planning Commission and the Tasmanian Civil and Administrative Tribunal hearings. • Contribute to policy development and interpretation of planning scheme provisions. • Contribute to ongoing improvements to increase team efficiency and effectiveness.
Skills/Knowledge	• Understanding of the Tasmanian Planning Scheme and planning scheme amendment processes. • Ability to determine appropriateness and impacts of simple rezoning requests and site-specific qualifications (SSQ) or specific area plans (SAP) • Basic negotiation, time management, and decision-making skills. • Competent written and verbal communication skills. • Developing capability to draft planning scheme provisions, prepare request for quote documentation for consultants and the ability to project manage a consultant through a project task.
Supervision	• Works under general supervision with support from senior staff.

	Seeks guidance for unusual or complex issues
Mentoring	Expected to provide technical guidance and support to peers and less experienced staff whilst working within the scope of your role and capabilities.
Teamwork	- Work in a team environment with professionals and others, demonstrating effective team skills, understanding of other team members' needs and commitment to achieving shared objectives. - Actively participate in internal and external working groups in relation to planning and development matters as required. - 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	- 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	- Assist in the achievement of agreed outcomes consistent with department business plans and budgets. - Perform any other duties as directed.
Organisational Responsibilities	- 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:

- Authority extends to duties and/or responsibilities as an Authorised Officer under all relevant legislation, and any delegation issued by Council or the General Manager.
- Any other specialist delegation relating to this position is detailed in Council's delegation and authorisation register.

KEY SELECTION CRITERIA:

- Tertiary qualification in Land Use Planning or closely related discipline (such as Environmental Design, Architecture or Geography).
- 1-4 years' experience as a planner with sound knowledge of land development processes and the role of planning in the local government context.
- Demonstrated ability to work as part of a team and autonomously on planning related matters.
- A commitment to quality customer service, including fostering a culture of customer service excellence.
- Proven written and verbal communication skills and a capacity to manage time and competing priorities effectively.
- Sound analytical, technical and presentation skills appropriate to planning related work.

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:	