

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Strategic Planner		
<b>Classification:</b>	Band 6	<b>Status</b>	Full time
<b>Group:</b>	Planning Strategy and Urban Design	<b>Business Unit:</b>	Planning and Design
<b>Reports to:</b>	Coordinator of Planning Strategy and Urban Design		
<b>Direct Reports:</b>	Not Applicable	<b>Date:</b>	7 October 2024

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

- To contribute to the development and implementation of an integrated strategic planning framework for Cardinia Shire.
- To contribute to the administration of the Cardinia Planning Scheme to facilitate sustainable outcomes for the natural and built environment and wellbeing of the community in Cardinia Shire. This will include managing strategic planning projects, policies, planning scheme amendments and assisting with growth area precinct structure plans.
- To synthesise the views, visions and needs of the community and other key stakeholders and incorporate them into balanced and cohesive strategic policies and plans to position Cardinia to meet the challenges of the future.
- To provide strategic planning advice and input into cross-council projects and consultation with external stakeholders.
- To provide leadership and mentoring to less experienced staff in Strategic Planning.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Coordinate strategic planning projects including the preparation of strategies and policies to support the delivery of a sustainable, economic, and liveable future for residents of Cardinia Shire. This will include managing strategic planning projects, policies, planning scheme amendments and assisting with growth area precinct structure plans.
- Prepare and process planning scheme amendments including representing submissions on

behalf of Council at Planning Panel Hearings, Standing Advisory Committee Hearings and other public hearings as required.

- Implement, monitor and review complex land use planning projects ensuring expected outcomes, budget and timeframes are met. This may require coordinating external consultants and preparing contracts, service agreements, grant applications and funding arrangements.
- Provide sound strategic planning advice to internal and external customers on planning issues facing the Shire, including presentations to other Council staff, Councillors, and community groups as required.
- Represent Strategic Planning/Cardinia Shire Council on internal and external committees and/or reference groups while developing and managing relationships with key stakeholders and clients.
- Provide leadership and mentoring to less experienced staff in the Unit. This may include formal and informal mentoring, providing day-to-day advice and assisting with projects.
- Participate in corporate processes and initiatives as required e.g. Council Plan, budgeting, corporate training etc.
- Assist with the administrative activities associated with the operation of the unit.
- The position will involve some work out of normal hours including consultative meetings, Councillor Briefings, Council meetings, management workshops and training as required.
- Any other duties within limits of the employee's skill, competence and training.

#### **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

#### **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- Manage business unit operational budget within set parameters and delegation of authority.
- Formal input into policy development within their area of expertise and/or management. In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and/or budgets, with a regular reporting mechanism to ensure achievement of goals and objectives.  
In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.
- Responsible for ensuring that all relevant legislation, policies, strategies and other matters are taken into consideration in making or recommending a decision or providing advice.

- Accountable for providing guidance and advice to less experienced planning staff where appropriate.

### **JUDGMENT AND DECISION MAKING**

- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available however, the incumbent must display significant independent ability and knowledge when making decisions.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Demonstrate understanding of the principles and practice of integrated land use planning to achieve sustainable outcomes in the built and natural environment.
- Ability to research, analyse and evaluate information and prepare concise reports and recommendations.
- Well-developed knowledge and understanding of planning processes including a sound understanding of planning legislation.
- Well-developed project management, budget preparation and monitoring skills.
- Knowledge and skills in the use of Microsoft Office and other software packages
- Knowledge and skills in community consultation and facilitation processes.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills to continuously improve the customer experience whilst utilising council resources efficiently.
- Demonstrated commitment to excellence in customer service.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Capable of producing sound and confident decisions and solutions within critical timelines.

### **INTERPERSONAL SKILLS**

- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.  
Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff
- Ability to embrace and behave in accordance with the Cardinia Values Framework

## **MANAGEMENT SKILLS**

- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture
- Foster innovation and make suggestions to improve work practises and processes.

## **QUALIFICATIONS AND EXPERIENCE**

- A tertiary degree qualification in planning or a related discipline with a relevant major (such as geography), industry qualification and/or equivalent experience in a comparable environment.
- Demonstrated experience in strategic land use planning is essential. Experience in precinct structure plans is desirable.
- Qualifications and/or demonstrated experience in Project Management is desirable.
- Excellent communication skills (written and verbal) including the ability to adapt communications, build relationships and gain cooperation of internal and external stakeholders.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence

## **KEY SELECTION CRITERIA**

- A tertiary qualification in planning or a related discipline with a relevant major (such as geography) and experience in strategic planning.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure recommendations made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work with minimum supervision and make sound decisions based on experience and good judgement. Knowledge and experience on the administration of a Planning Scheme and planning scheme amendments to facilitate sustainable outcomes for the natural and built environment and wellbeing of the community in Cardinia Shire.
- Knowledge and experience in developing strategic planning projects and policies. Experience with growth area precinct structure plans is desirable.
- Knowledge and experience with the Victorian Planning Policy Framework, procedures and relevant acts and regulations.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.
- Ability to embrace and behave in accordance with the Cardinia Values Framework

## **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

### **Tenure**

This is a full time ongoing position.

### **Pre-employment checks**

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.