



Position Description – Senior Policy Planner

Division	City Futures
Portfolio	City Planning & Sustainability
Business Unit	City and Precinct Planning
Level	7
Reports To	Manager City Planning and Sustainability
Prescribed Position	No

Position Objective

Provide expert planning policy advice and direction to Council to facilitate high quality urban development outcomes.

Coordinate the ongoing review of Council land zoning to ensure that council has an appropriate supply of land for housing and employment.

Advocate to the various levels of government and to the urban development sector Council's expectations for how our city should develop.

Support the development, implementation and promotion of Council's major city and land use plans
Coordinate internal working groups to provide high quality, accurate and timely feedback to stakeholders on major urban development across the city.

Key Responsibilities

- Work collaboratively with the City Futures division and across the whole of Council to develop cohesive policy, procedures, plans and strategy relating to urban development across the City.
- Prepare, oversee and review Code Amendments whether Council, State or proponent initiated to enable Council's expectations for new development to be met.
- To perform the role as executive officer on Council's internal Major Urban Renewal & Land Division working group and Council's Technical working Group.
- Assess opportunities and constraints for future development within the City of Charles Sturt and provide expert advice and input to strategies that promote sustainable development from a planning policy perspective.
- Pro-actively establish and maintain partnerships, relationships and strategic alliances with key Local Government, development industry and State Government stakeholders.
- Manage Council's heritage and significant tree grant applications.

- Represent the City Planning & Sustainability portfolio on matters relating to urban development policy and planning.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customer's expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Management Systems.
- Promote and maintain a child safe environment and take actions as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Demonstrated ability for strategic and lateral thinking.
- Demonstrated interest in urban design and strategic planning.
- Demonstrated skills in community consultation and liaison.
- Demonstrated capacity to make sound and timely decisions taking into account stakeholders and environmental factors.
- Proven ability to plan and manage programs, work schedules and projects and to effectively use work related resources and information in accordance with established policies, procedures and guidelines.
- Demonstrated ability to work in a self-driven manner and to manage policy initiatives with a sense of urgency and timeliness. Proven ability to work independently, under broad direction, and to identify performance outcomes, plan activities and set priorities to achieve objectives and meet deadlines, often in a context of competing priorities and expectations.
- Excellent judgement and proven strategic and analytical skills including the ability to:
 - manage complex matters
 - access data, information and networks, analyse complex statistical/corporate level information
 - conceptualise and present strategically sound documentation to define and develop strategic policy and project initiatives.
- Proven ability to consult, liaise, influence and negotiate with industry and government.
- High-level ability to communicate clearly, concisely and effectively both verbally and in writing with people at all levels including proven ability to make public presentations
- Proven ability to develop partnerships/alliances including initiating, facilitating and maintaining effective networks, and to work collaboratively and as a team member, to achieve objectives.

Knowledge

- Superior Knowledge of the Planning, Development and Infrastructure Act 2016 as it relates to Code Amendments and development more generally.

- Superior knowledge of international, national, state and regional planning and development strategies, policies, programs and processes including:
 - government policies and programs as they relate to planning and development
 - economic, social and environmental development
 - current South Australian Government legislation, policies and programs relating to urban planning and development
 - current affairs related to urban development in South Australia.
- Knowledge of recent developments in urban planning and development policy relating to South Australia.
- Knowledge of urban design and strategic planning principles.
- Knowledge of responsibilities in creating and maintaining Child Safe environments.

Experience

- Previous experience in Code Amendment processes, strategic planning and planning policy development.

Qualifications

- Bachelor's degree in Urban and Regional Planning
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