



## POSITION DESCRIPTION

<b>Position Title:</b>	Strategic Planner		
<b>Classification:</b>	Band 5	<b>Status</b>	Full time
<b>Group:</b>	Community and Planning	<b>Business Unit:</b>	Planning and Design
<b>Reports to:</b>	Coordinator of Planning Strategy and Urban Design		
<b>Direct Reports:</b>	No	<b>Date:</b>	8 January 2025

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building 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 assist the Planning Strategy and Urban Design team in achieving soundly based and sustainable outcomes for the natural and built environment and wellbeing of the community in the Cardinia Shire

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Assist in the preparation and processing of planning scheme amendments, including representing Council at panel hearings under the supervision of senior team members.
- Assist in the preparation and presentation of information to Executive Leadership Team and Council.
- Undertake strategic planning projects by assisting with research on strategic issues, drafting of reports and collation of data.
- Assist Strategic Planners in undertaking consultation with internal and external stakeholders in relation to strategic planning projects and planning scheme amendments by attending meetings to document discussions where required.

- Provide information and advice in response to telephone and counter enquiries on strategic planning matters.
- Prepare responses to written enquiries on strategic planning matters under the guidance of Strategic Planners within the team.
- Provide assistance and advice to other Council business units or service providers on strategic planning matters under the guidance of Strategic Planners within the Team.
- Provide assistance and support to Strategic Planners and Management including organising meetings, or other duties as appropriate.
- Assist with administrative activities associated with the operation of the unit as required.

### **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.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

### **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**

- Freedom to act set by clear objectives with frequent consultation with supervisor and a regular reporting to ensure adherence to plans.
- Decisions and actions taken are subject to review by the supervisor.
- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Make 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.

### **JUDGMENT AND DECISION MAKING**

- Objectives of the work usually well defined, but method, technology, process or equipment must be selected from a range of available alternatives.
- Guidance and advice is usually available within a time to make a decision.
- May involve problem solving using guidelines, professional/technical knowledge or experience.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Ability to develop and maintain effective relationships with a diverse range of stakeholders to achieve desired outcomes.

- Ability to research and analyse information and prepare reports for consideration.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and an understanding legal and political context in which it operates.
- Possess a 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.

### **INTERPERSONAL SKILLS**

- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to work independently yet be an effective member of a multidisciplinary team.
- Ability to gain the cooperation, assistance and trust of other employees with the organisation.
- Provide high-quality support and guidance with a demonstrated ability to work collaboratively.
- Proven ability to build and maintain productive and respectful relationships.
- 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 employees.

### **MANAGEMENT SKILLS**

- Ability to ensure accuracy of written and verbal communication in a busy environment.
- Ability to operate in an environment with demanding workloads and time constraints.
- Develop and implement processes and provide support to the organisation when change is required.
- 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**

- Tertiary qualifications (degree or diploma) in related field, industry qualification and/or equivalent experience in a comparable environment.
- Strategic Planning experience is desirable
- Communication and interpersonal skills with the ability to clearly articulate and present information as required.
- A current Victorian Drivers Licence

### **KEY SELECTION CRITERIA**

- A tertiary qualification in planning or a related discipline.
- Well-developed written, communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to effectively plan, organise and manage your own time and workload including achieving specific outcomes within set timeframes against conflicting priorities.
- Ability to research information from a variety of sources and collate and present data in a meaningful way.
- Able to make sound decisions based on experience and good judgement. General knowledge of planning and related legislation and ability to interpret and apply planning schemes, policies, legislation and regulations.
- General knowledge of broad urban planning issues particularly those in Melbourne's south- eastern region, and issues facing growth and Green Wedge areas.

- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to employees.
- Ability to embrace the Cardinia values Framework

## **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

<b>Tenure</b>	This is a full time ongoing position.
<b>Pre-employment checks</b>	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.