The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

The City of Port Phillip is a committed Child Safe organisation and has zero tolerance for child abuse. Every child and young person accessing City of Port Phillip has the right to feel and be safe. All City of Port Phillip Councillors, employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities, and maintaining a child safe culture.

POSITION TITLE: Strategic Planner

AWARD CLASSIFICATION: Band 6

DEPARTMENT: Strategy and Design

DIVISION: City Strategy and Sustainable Development

DATE APPROVED: October 2014

APPROVED BY General Manager, City Strategy and Sustainable Development

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO: Head of City Policy

SUPERVISES: No direct staff responsibility, but will be expected to manage and lead projects and oversee external consultants.

INTERNAL LIAISONS: Significant inter-relationship with Statutory Planning, in addition to involvement across all divisions and branches of Council, Councillors and senior management.

EXTERNAL LIAISONS: CoPP ratepayers, residents, planning, design, development and legal professionals, community and professional interest groups, officers of State Government departments, other statutory bodies and other Councils.

POSITION OBJECTIVES

- Provide professional strategic planning expertise to the Head of City Policy, Manager Strategy and Design, General Manager City Strategy and Sustainable Development, other internal departments, Council and the community.
Position Description
Strategic Planner

- Make a significant contribution to the attainment of unit, department and organisational goals and work program.
- Work both independently and as part of a team to achieve timely and appropriate outcomes on a range of planning projects including the development / implementation of urban policy and strategy, and planning scheme amendments.

KEY RESPONSIBILITY AND DUTIES
- Assist with the development of land use and development strategies, policies and guidelines; including Structure Plans and Urban Design Frameworks for key activity and renewal precincts, and strategies for managing complex inner urban planning issues.
- Prepare planning policy, planning scheme provisions and supporting amendment documentation; and undertaking planning scheme amendment processes in line with legislative requirements.
- Identify, analyse and report on planning issues and trends relevant to the municipality.
- Assist with co-ordinating and undertaking community consultation sessions related to a range of planning strategies and projects, and proposed planning scheme amendments.
- Take a project manager or project team member role in multi-disciplinary teams that are established to undertake specific projects; ensuring the agreed scope, timelines and budget constraints are met.
- Provide professional and timely advice to Council and the community on issues, projects and processes relating to strategic urban planning and the Port Phillip Planning Scheme.
- Liaise with government agencies, Inner sub-region Councils and other stakeholders with respect to land use planning and development issues, and to progress specific projects.
- Represent Council at and participate in external working parties and other forums on relevant planning policy issues, including Planning Panels.

ACCOUNTABILITY AND EXTENT OF AUTHORITY
- High quality of work and specific outputs as identified in the individual development plan and those specified in the unit and department business plans.
- Delivery of projects in line with specified outcomes, and within agreed timelines and budget.
- Accurate and timely delivery of planning scheme amendment processes and documentation.
- Management of personal day-to-day workload and meeting multiple project timelines.
- Management of consultants and delivery of outputs in line with project scope, timelines and budget.
- Provision of accurate and professional strategic urban planning advice to other staff, councillors, management and the community, including the production and presentation of professional reports to Council.
Position Description
Strategic Planner

- Appropriate use of delegated authority under the *Planning and Environment Act 1987*.

**JUDGMENT AND DECISION MAKING**

- Develop strategic approaches to deliver practical outcomes to urban planning matters.
- Ability and confidence to make decisions based on knowledge of CoPP policies and procedures, and professional planning experience and knowledge.
  - Day to day decision making on often complex planning matters in accordance with delegated authority, budget and organisational objectives.
  - Sound level of investigative and analytical skills in developing options and preparing policy for new situations.
  - Ability to use initiative and to problem solve.
  - A good understanding of Local Government operations and processes.
  - Guidance and advice is usually available as required.

**SPECIALIST SKILLS AND KNOWLEDGE**

- A good understanding of the underlying principles of urban planning, the Victorian planning system (both strategic and statutory) and related legislation and its application at the local government level.
- Ability to interpret planning and related legislation, regulations and processes.
- A good understanding of the amendment process and experience in all aspects of the preparation and exhibition of amendments.
- Ability to provide input to formulate and write planning policy in a strategic manner using analytical, research and investigative skills.
- Sound skills in data collection, research, analysis and presentation of results.
- Ability to think conceptually, creatively and strategically in order to plan for integrated high quality land use, development and design outcomes.
- Ability to be creative in seeking solutions to complex problems.
- Ability to act as an advocate for the City Policy Unit and Council.
- Sound computing skills.
- Effective report writing skills and presentation skills.

**MANAGEMENT SKILLS**

- Ability to set priorities and organise, assign and monitor work to meet the required time lines, achieve service efficiencies and meet budget targets.
- Self-motivation and time management skills, and the ability to work to longer term objectives / timeframes.
- Ability to assist with overseeing projects, resources and meeting deadlines.
- Ability to organise and manage consultant contracts and outputs.
- Ability to recommend strategies within a political environment.
Position Description
Strategic Planner

- Ability to efficiently manage multiple tasks.

OCCUPATIONAL HEALTH & SAFETY

- Understand and comply with, the Council OH&S Policy, procedures and legislative requirements relevant to the position.
- Take responsibility for individual / own health and safety and that of others in the workplace. This includes the reporting of incidents involving injury and near misses.
- Communicate with employee health and safety representatives and supervisors about OH&S matters.
- Proactively report any unsafe workplace practices and/or hazards and suggest injury prevention measures.
- Participate in regular training programs to improve awareness of risk management and health and safety within the workplace.
- Perform work in a safe and appropriate manner at all times.

INTERPERSONAL SKILLS

- Effective interpersonal skills and an ability to collaborate and communicate well at all levels.
- Highly developed written and verbal skills in the communication of complex ideas and issues.
- Demonstrated ability regarding facilitation, negotiation and conflict resolution skills.
- Self-sufficiency to prepare reports, correspondence and other documents using Microsoft Word and other software applications such as graphic, spread-sheet, database and GIS / mapping.

QUALIFICATIONS AND EXPERIENCE

- A relevant tertiary qualification in planning or a closely related field.
- Some relevant experience working in urban, strategic and land use planning, including experience in amendment preparation and processing, heritage, urban design, social planning, working a team environment and/or interdisciplinary environment, policy formulation, project management.
- Current Victorian Drivers Licence.

KEY SELECTION CRITERIA

- A relevant tertiary qualification in Urban Planning or a closely related profession. Some demonstrated experience in strategic urban planning and/or statutory planning, including an understanding of the role and delivery of urban strategies and policies.
- A good understanding of the Victorian planning system, Victoria Planning Provisions, and the potential to develop and implement planning policy / strategy through statutory mechanisms.
Position Description
Strategic Planner

- Some experience in managing the preparation and processing of planning scheme amendments and in the administration of planning schemes within the Victorian planning system.
- Ability to deliver concise, accurate and well-written planning reports and documentation. Sound skills in data collection, research and problem solving.
- Well-developed skills in the communication of complex ideas to key stakeholders and in undertaking community engagement / consultation processes.
- Ability to manage time and resources to ensure projects are completed to scope, within timeframe and on budget.