



Position Details

Position title:	Head of Strategic Planning
Award Classification:	SEO
Department:	City Planning and Sustainability
Division:	City Growth & Development
Date Approved:	April 2025
Approved By:	Manager City Planning & Sustainability

Organisational Relationships:

Reports To:	Manager City Planning & Sustainability
Supervises:	Up to four direct reports, and has oversight of the strategic planning team of up to 12 planning, heritage and urban design professionals
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Lead the Strategic Planning team to deliver Council's Strategic Planning functions.
- Actively promote a positive team and service culture, through personal leadership, coaching, mentoring and the performance assessment and professional development of staff.
- Provide a high level of professional planning expertise to the Manager City Planning and Sustainability, General Manager City Growth and Development, other internal Departments, Council and the community. Deliver cross organisational planning solutions to ensure strategic and integrated outcomes for Port Phillip relating to the urban environment.
- Ensure delivery of council strategic planning obligations



Key Responsibilities and Duties

- Lead the vision, direction and strategy for the team, setting, role modelling and resolving expectations and ways of working.
- Lead the Coordinators Strategic Planning, providing coaching, and mentoring.
- Ensure technical work is presented to a broad audience in a way which makes sense to them, considering broader political, organisational and community needs and impact.
- Lead the Strategic Planning Team including oversight and responsibility for work programs and budget.
- Lead the co-ordination and maintenance of the Port Phillip Planning Scheme, including the development and processing of planning scheme amendments.
- Identify, analyse and report on complex planning issues and trends relevant to the municipality and the inner-city region of Melbourne.
- Oversight of the development of Council's land use and development strategies, plans, policies and guidelines including Structure Plans and Urban Design Frameworks for key activity / renewal precincts, and strategies for managing complex inner urban planning issues.
- Advise Council and the community on urban planning issues, projects and processes in a timely and professional manner.

Accountability and Extent of Authority

- Accurate and timely delivery of strategic planning projects, policy and programs.
- Work with other leaders across the organisation, building constructive relationships to progress departmental and shared goals.
- Represent Council at State Government or community forums.
- Communicate and present directly with Councillors and the executive leadership team.
- Appropriate use of delegated authority under the Planning and Environment Act 1987.

Judgement and Decision Making

- Ability and confidence to make decisions based on knowledge of Council and State Government policies and procedures, and professional planning experience and knowledge.
- Ability to use initiative and to problem solve, in response to highly varied and complex planning matters.
- Demonstrated skills and political acumen in dealing with Councillors and delivering advice in public forums, including Planning Panels, Council meetings and consultation forums.
- Day to day decision making on often complex planning matters in accordance with delegated authority, budget and organisation objectives.
- Sound level of investigative and analytical skills in developing options and preparing policy for new situations.
- Exercise personal judgment and expertise to respond community and Councillor service requests within agreed service levels.



Specialist Skills and Knowledge

- Proficiency and significant experience in urban planning and the Victorian planning system, and expert knowledge of the Victoria Planning Provisions.
- An excellent knowledge and understanding of the planning scheme amendment process, and experience in all aspects of the preparation and exhibition of amendments.
- Ability to think conceptually, creatively and to develop strategic approaches that deliver practical outcomes for complex planning issues.
- Ability to interpret and implement planning and related legislation, regulations, and processes.
- Highly effective report writing and presentation skills.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.
- A sound knowledge of budgeting and relevant accounting and financial procedures.

Management Skills

- Experience supervising, empowering and motivating leaders, tertiary qualified employees and employees with extensive experience.
- Set priorities, leading and mentoring staff, overseeing projects, and ensuring appropriate management and allocation of resources to meet deadlines.
- Ability to cope with uncertainty and display agility and flexibility in response to dynamic situations.
- Initiate change in conjunction with management to deliver service improvements and outcomes.
- Ensure that staff members are clear about their specific duties and the standards expected of them in the performance of those duties.

Interpersonal Skills

- Strong skills to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Strong skills and experience leading, motivating and developing employees.
- Highly developed communication skills (written and verbal) enabling the explanation of complex ideas and issues to a variety of audiences.
- A proven ability to work collaboratively and effectively across the organisation with CEO, General Managers, Managers, other Coordinators and Officers, and members of the community, to achieve acceptable solutions / negotiate outcomes.
- Ability to liaise effectively with State Government agencies, Inner Metropolitan Region and adjoining Councils and other stakeholders with respect to land use planning and development issues, and to progress the delivery of key strategic projects.

Qualifications and Experience

- Academic: Tertiary academic qualifications in urban planning or a closely related discipline.



- Experience: significant relevant professional experience at a senior level, in strategic land use planning, including project management and leading staff, preferably in a local government environment.
- Significant experience working in strategic land use planning, including experience in delivering structure plans, urban design frameworks, urban renewal strategies, land use policy and heritage planning including administration of planning schemes.
- Post graduate qualifications and membership of relevant professional body/s desirable.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.



- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- A relevant tertiary qualification in urban planning or a closely related discipline and significant relevant professional experience.
- A thorough understanding of the Victorian planning system, Victoria Planning Provisions, and demonstrated experience at a senior level in the development of planning policy and implementation through statutory mechanisms, , including the preparation and processing of a range of planning scheme amendments and in the administration of planning schemes.
- A proven track record in delivering major projects, balancing complex issues and competing priorities, ideally within an inner urban context.
- High level communication skills and strong negotiation skills with experience in influencing outcomes.
- Significant experience in leading and managing professional staff, with demonstrated skills in effective team leadership and staff development.

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.