Position Description

Position: Senior Strategic Planner

Classification: Band 7

Status (FTE): Permanent (1.0)

Division: Place Making

Occupant: Vacant

Date: August 2019

1. Position Objectives

- Provide high level strategic planning expertise to give effect to Council's goals for the municipality's development. In doing this the Senior Strategic Planner will:
  - develop and implement evidence based strategic planning projects and planning policy to achieve the outcomes sought by Council;
  - manage projects to ensure that the expected time, cost and quality outcomes are met or exceeded; and
  - demonstrate a strong teamwork ethic with a specific focus on high quality customer service and effective community engagement.

- To provide concise written and verbal specialist/technical advice in relation to the development and delivery of Bass Coast’s strategic planning.

2. Key responsibility areas

- Provide high level strategic land use planning, policy development, advice and research expertise to the Council for the long term benefit of the community of Bass Coast Shire Council.

- Provide high level strategic advice on new development proposals and planning scheme amendments in accordance with prevailing Council policies and strategies and review proposals ensuring that they meet with the objectives of the Bass Coast Planning Scheme.

- High level project management skills including the preparation and facilitation of local planning policies, strategy plans, local structure plans, development plans and development contribution plans within the Municipality.

- Provide advice to the public, Council and staff on policy and implications of strategic planning issues and the strategic implications of development applications.

- Provide high quality customer service and a commitment to promote community awareness of, and participation in, the development of strategic planning policies that advance Council’s objectives for the development of the municipality.
• Provide assistance to the Coordinator Strategic Planning as required and attend Council or public meetings when requested.

• Understanding and/or experience in undertaking and implementing urban design outcomes as part of the strategic land use planning projects and proposals.

• Operate in a team environment and provide a mentor role for other strategic planners within the Strategic Planning team.

• Prepare reports and undertake presentations for Councillors and other stakeholders as necessary.

• Prepare panel submissions and present at Planning Panels Victoria.

• Actively participate in team and organisational business planning and continuous improvement activities.

• Other duties as directed within the skills and abilities of a position at this level.

2.1 General

• Ensure that all services maintain a customer focus, achieve business plan objectives and comply with statutory requirements.

2.2 Council Relations

• Ensure all plans and reports required to be produced for and by Council, are provided within identified timeframes and are of suitable quality, and attend Council meetings as required.

• Follow through to ensure that Council decisions are executed promptly and effectively.

• Develop and maintain positive relationships with Councillors.

2.3 Management of Technical

• Ensure procedures and processes for Strategic Planning are properly documented and updated on a regular basis.

• Contribute to the corporate knowledge base through properly documented processes and procedures.

• Proactively provide clear & meaningful technical advice to others which is able to be understood and applied.

• Initiate the education of others through the development of either formal training programs or through informal means such as mentoring and advising.

3. Organisational relationships

Reports to: Coordinator Strategic Planning

Supervises: Nil
4. Accountability and extent of authority

While being accountable for managing resources and providing specialist advice the, freedom to act is subject to policies, strategies, objectives, budgets and regulatory/statutory control. The incumbent will be relied upon for specialist input into policy and strategy development.

- Demonstrable commitment to an accountability culture by:
  - Delivering on what is promised by when it is promised
  - Delivering within financial parameters
  - Engaging and building relationships with key stakeholders

- Contribute to developing key performance indicators within the corporate plan and business plans.

- Accountable for the provision of an efficient, courteous, friendly and helpful service to all customers.

- Accountable for the provision of accurate and timely information to members of the public and other Council Officer on first level enquires.

- Knowledge and understanding of strategic planning process and systems to assist the organisation improve outcomes and provide value to customers (internal and external) by improving systems, processes and relationships.

- Identify and refer risk issues to Council and for ensuring delegations of authority are adhered to.

- Understanding and compliance with risk management policy and procedures.


- Understanding of your information management responsibilities and that records are created, captured and monitored in accordance with legislation, regulations and standards and Council’s internal policies and procedures.

- Contribute to emergency management activities when required and directed by the General Manager.

5. Competencies

5.1 Judgement and Decision Making

Work is essentially problem solving in nature, where guidance and advice is not always available.

- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards. Decisions may also be outside established processes.

- Offers new perspectives and confidently shares problem solving ideas that are creative, practical and useful while incorporating strategic direction.

- Knowledge of and ability to review and enhance all relevant strategic documents.

- Well-developed skills in statistical analysis, research methods and ability to appraise information.

- Exercising initiative in undertaking research and evaluation of strategic planning issues and preparing recommendations to Council.
Consider the natural environment in all decisions made, plans prepared and actions taken.

Solve complex problems in a demanding operating environment and contribute to strategy and policy development for the division and Council.

Self-motivation – willingly accepts responsibilities with energy and enthusiasm. A can-do-attitude that requires minimal monitoring.

Political awareness – considerate of the political sensitivities that exist.

5.2 Specialist Skills and Knowledge
Requires analytical and investigative skills in policy development. Proficient in use of specialist knowledge in search of solutions to new problems and opportunities.

- An understanding of the Bass Coast Towards 2030 vision and the Council Plan and the legal, socio-economic and political context.
- Organisational knowledge in regards to Team, Department, Division and Council goals, objectives, policies and operating procedures.
- Thorough knowledge of urban and rural planning in a local government context including, trends, theories, methodologies and skills.
- Provide high level and timely advice to Council and relevant stakeholders regarding the implementation of the Victoria Planning Provisions and other planning reform initiatives.
- Where necessary prepare submissions on State Government strategic planning policy, reports and initiatives.
- Able to provide timely and high level advice on relevant strategic planning issues and trends in the municipality, the adjoining municipalities and the broader region.
- Knowledge of and ability to interpret legislation and strategic planning policy including the Victorian Planning and Environment Act and Victorian Planning Provisions.
- Well-developed skills in community engagement and consultation to ensure projects are well understood by the community and key stakeholders.
- Investigate and report on the strategic planning implications of proposed Planning Scheme Amendments, Strategy Plans, Local Structure Plans and Development Plans and Development Contribution Plans, where directed, prepare Planning Scheme Amendments in accordance with the provisions of the Planning and Environment Act.
- Have an understanding of the needs of the development industry and the potential impacts of development on the environment and community infrastructure.

5.3 Management skills
Objectives are achieved despite conflicting pressures. Able to implement EEO, OH&S & HR practices to the team whilst contributing to long term staffing strategies. Understanding and monitoring of budgeting and financial processes.

- Maintain a commitment to personal development and challenge individuals to grow and improve whilst considering the long term strategies.
- Lead with integrity and be a role model to others in living the organisational values.
• Well-developed human resource management skills including ability to implement EEO and OH&S requirements and long term staffing strategies.

• Ability to achieve results within set timeframes against conflicting priorities and ability to organise own work priorities.

• A committed ‘change agent’ with the ability to initiate, implement and manage change.

5.4 Interpersonal skills
Relate to others to gain cooperation and communicate with others for specialist work being undertaken. Capable of discussing and resolving specialist problems.

• Build relationships and partnerships with stakeholders to advocate effectively on behalf of the organisation, the community and Bass Coast.

• Ability to liaise, engage and consult with all relevant stakeholders to discuss and resolve specialist matters, at a strategic and organisational level.

• Well-developed written and verbal communication skills and effective presentation skills.

• Ability to operate in a team environment and mentor fellow planning staff.

• Well-developed skills in negotiation and conflict resolution with the ability to deal with difficult situations and present a positive Council image.

• Ability to represent Council on inter-municipal and inter-governmental working parties concerning strategic planning and growth issues affecting the municipality.

• Ability to prepare and present high level reports and submissions of a strategic planning nature at Panel Hearings and to other review forums on strategic planning issues.

5.5 Qualifications and experience
A tertiary qualification with at least five years’ experience or lesser qualification with more than five years’ experience needs to be drawn upon to meet key responsibilities.

• Tertiary qualifications in Urban and Regional planning or a relevant discipline with extensive experience in a related field.

• Substantial experience in the preparation and implementation of Strategic Plans and planning policies, Development Plans, Development Contribution Plans and the assessment of Planning Scheme Amendments in both an urban and rural context.

• Demonstrated experience and understanding of the Victoria Planning Provisions including the preparation of planning scheme amendments, as well as planning reform principles.

• Experience in delivery of urban design services is preferable but not essential.

• Current driver’s licence.

5.6 Pre-employment checks
Applicants will be required to undergo pre-employment checks including but not limited to a Police Check.