



# Position Description

<b>Position Title</b>	<b>Principal Strategic Planner</b>
<b>Position Number</b>	3123
<b>Division</b>	Planning and Development
<b>Department</b>	City Strategy
<b>Team</b>	Strategic Planning
<b>Position Status</b>	Full Time
<b>Classification</b>	Band 7
<b>Position Reports to</b>	Team Leader, Strategic Planning
<b>Position Supervises</b>	NIL
<b>Date Reviewed</b>	February 2020

## Position Objective

The role of the Principal Strategic Planner is to lead the development of a range of complex strategic plans and projects designed to influence the longer-term direction of the organisation.

The incumbent is required to have expertise in developing and reviewing strategic plans, Council and proponent driven Planning Scheme Amendment requests and implementation of strategic plans and projects into the Victoria Planning Provisions. Key competencies required to perform in the role will include expertise in the development of strategies, project management, community engagement and advocacy.

The position will play a key role in influencing the strategic direction of the organisation and will require someone able to lead significant initiatives with limited management supervision.

## Key Responsibilities

### 1. Functional Responsibilities

- Under the guidance of management, preparation of local planning strategies in a manner that they can be translated effectively into the Kingston Planning Scheme
- Skills in interpreting complex State Government strategic initiatives and an ability to identify the implications for the City of Kingston and provide advice
- The ability to assess complex Planning Scheme Amendment requests and provide related advice
- The ability to brief Councillors and the Senior Management Team concerning development and land use initiatives
- Implement, monitor and review complex land use planning projects ensuring expected outcomes, within required timeframes and allocated budget
- Project management including project development and implementation, team planning and resource management (including of consultants), ensuring delivery of outcomes within allocated budget and agreed timeframes

## 2. Towards Exceptional

Works within the framework of Council's six pillars (outlined below) to ensure the Organisation is well placed to respond to the changing landscape of Local Government.

# Building a Strong Foundation



**Best practice governance that builds mutual trust, respect and confidence**

We are responsive, transparent and committed.



**Offering exceptional customer experience**

We are accessible, supportive and educational.



**Leading in engagement and connecting the community**

We are prompt, engaging and inspiring.



**Responding to the needs of our place**

We are caring, creative and considered.



**Speaking out for our community**

We are accountable, opportunistic and visionary.



**A diverse, dynamic and contemporary organisation**

We are flexible, collaborative and innovative.

## 3. Community/Stakeholder Engagement

- Establish and undertake diverse forms of community and stakeholder engagement relevant to the development of strategies and statutory processes associated with land use planning
- Work closely with key State Government Departments / Agencies to influence local strategic planning outcomes

## 4. Legal Matters

- Understand planning law and be able to use it to successfully influence the development and implementation of Local Planning Strategies and policies through the providing of relevant advice
- Represent Council at Panel hearings and other meetings
- Assist less experienced planners and external advocates to conduct cases which are more complex or significant in nature

## 5. Leadership and Mentoring

- Under the guidance of management, work across Council Departments as a project leader in the formulation of organisational strategic plans and related policies
- Assist less experienced staff in the area of strategy development in order to provide broader organisational benefit
- Participate in the development of 'Planning' policies
- Coordinate and manage consultant technical experts

## Position Requirements

### 1. Accountability and Extent of Authority

The incumbent is financially responsible and accountable for:

- Nil

The incumbent has delegated authority for:

- Acting within Council's established operational and Instrument of Delegation Guidelines pertaining to the provisions of relevant Acts, Regulations, Codes, Council Policies and professional standards in carrying out responsibilities.

The incumbent is responsible and accountable for:

- Representing Council at public meetings, meetings with Government Departments and Agencies and discussion with stakeholders involved in the development and implementation of Strategy.
- Preparing items for inclusion in Council Business Papers and present material before Panel Hearings and other public forums.
- Provision of timely and high-quality advice relating to Strategic Planning initiatives.
- Develop and review strategic plans, Council and proponent driven Planning Scheme Amendment requests and implement strategic plans and projects into the Victoria Planning Provisions.
- Project management including project development and implementation, team planning and resource management.
- Freedom to act is subject to professional and regulatory review; actions and advice may have a significant effect on client or groups.

### 2. Judgment and Decision Making

The incumbent is accountable for:

- Exercising good judgement under limited supervision on a day to day basis in accordance with the directions set by Council.

### 3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Demonstrated knowledge and understanding of the Victorian planning system, including the operation of the Planning and Environment Act 1987 and the Victoria Planning Provisions.
- Well-developed skills in the formulation of strategic plans and an ability to translate completed work into operational policy and actions.
- Strong skills in advocacy and an ability to build strong evidence-based arguments to support strategic work.
- Knowledge of the functions performed by Local Government and State Government and its agencies and the associated legislative frameworks which apply.
- An ability to develop Strategic Plans which can be clearly understood by a diverse range of audiences.
- Demonstrated experience managing the preparation or review of major urban renewal projects and associated planning scheme amendment requests.

### 4. Management Skills

The following management skills are required to be utilised:

- Proven capability to manage and complete complex tasks in a timely manner by setting priorities and being well organised.
- Demonstrated ability to work across the organisation in leading inter-departmental projects.
- Ability to undertake a diverse range of community engagement processes.
- Ability to manage consultants within prescribed timelines and budgets.

## 5. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Appreciation of the diversity of stakeholders in the planning process and experience in consulting and working cooperatively with a broad cross-section of people.
- Appreciation of the political context within which decisions about planning are made.
- The ability to resolve specialist problems.
- Ability to build and develop positive client relationships.

## 6. Qualifications and Experience

The following qualifications and experience are required for the position:

- Tertiary qualification in town planning or related discipline with experience in a strategic planning role in the public or private sector, with complex projects.
- Experience presenting before Planning Panels and other forums.

## Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

<b>Values and Behaviours</b>	The City of Kingston has six organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are: <ul style="list-style-type: none"><li>• Future Orientated</li><li>• Accountable</li><li>• Expert</li><li>• Celebrate</li><li>• Community Centric</li><li>• Dynamic</li></ul>
<b>Safe Workplace Actions</b>	The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.
<b>Policies and Procedures</b>	The responsibilities of this position are completed in line with all council policies related to the position.
<b>Legislative Framework</b>	The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.
<b>Equal Opportunity and Child Safe Standards</b>	The City of Kingston is an equal opportunity and child safe employer.

## Prerequisites

- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia
- Hold and maintain a Working with Children Check
- Driver's License valid in Victoria

## Inherent Physical Requirements

### Adaptive equipment available

Equipment	Description of use
Ergonomic assessment of workstation	Minimise effects of long periods of sitting and using a computer
Ergonomic office chair	Minimise effects of long periods of sitting
Telephone headset	Minimise effects of long periods of telephone use

**Category B – Desk based / General administration role** - This role has been assessed as a low-level manual handling and low risk role. It requires each applicant to complete the Health Declaration form.

**Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.**

**Applicants should declare any requirements via the Health Declaration form.**

## Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.