

POSITION DESCRIPTION

Strategic Planner
(POS 1620, 1659, XXXX)

Directorate:	City Economy & Growth	Department:	City Planning
Position Grade:	12 (Planners)	Reports to:	Executive Planner
Last review:	February 2020	Next review:	February 2023
		Version No.:	2

Position purpose:

Responsible for the implementation of strategic planning policy across the Liverpool LGA as directed by the Executive Planner, Coordinator Strategic Planning and/or Manager City Planning.

Key accountabilities/responsibilities:

Responsible for:

- 1) The preparation and processing of planning proposals, Local Environmental Plans, Development Contributions Plans, Development Control Plans and Voluntary Planning Agreements.
- 2) Undertaking strategic planning projects and studies in accordance with the Strategic Planning work plan.
- 3) Monitoring of planning policy.
- 4) Consulting with statutory bodies, community groups and the public in relation to planning studies and strategic information.
- 5) Providing advice to members of staff, Councillors and the public on strategic planning matters including preparation of reports, correspondence and presentations.
- 6) Assisting in the assessment of Development Applications.
- 7) Represent Council on working groups and committees as required.
- 8) Carrying out such other duties as may be directed by the Executive Planner, Coordinator and/or Manager.

Decisions made in the position:

- 1) Tasks delegated to the position in accordance with the delegation of authority issued by the CEO.

Decisions referred:

- 1) All other decisions.

Key issues/challenges:

- 1) Assist with implementing and keeping current a planning framework for a growing city.
- 2) Develop and maintain key partnerships with stakeholders.
- 3) Provide quality planning advice which corresponds with adopted policies and procedures in a timely fashion
- 4) Ensure appropriate communication through Council.
- 5) Help create and maintain an enthusiastic and cohesive team approach.

Key working relationships:

Executive Planner	• Community including residents, ratepayers, and business owners. • Development Industry representatives.
Coordinator Strategic Planning & Manager City Planning	• State government authorities and neighbouring councils.

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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in Town Planning or a related discipline. Partial completion of a Town Planning Course may be acceptable subject to provision of academic transcript and commitment to completion of the course
- Current drivers licence

Experience

- Experience and relevant understanding of Strategic Planning processes and application of legislation and policy
- Demonstrated ability to produce positive strategic land use planning outcomes
- Ability to undertake strategic research, analysis and interpretation of information
- Proven ability to manage own varied workload while balancing competing tasks
- Experience in consulting with a wide range of audiences in Council and the wider community and resolving conflicts
- Understanding of contemporary issues affecting the development industry
- Experience in undertaking and overseeing planning studies and projects

Knowledge and Skills

- Understanding of planning principles and challenges to development in Western Sydney
- Strong written and verbal communications skills
- Ability to work as an effective member of a team
- Dedication to delivery of high quality customer service
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Relevant planning experience, which may include student positions
- A willingness to undertake continuing professional development as appropriate
- Demonstrated track record in development of practical solutions to strategic planning problems
- Ability to liaise effectively at both formal and informal levels

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous