

POSITION DESCRIPTION

POSITION:	POSITION NUMBER
Strategic Planner	
CLASSIFICATION	LOCATION
Band 6	The Phoenix
DEPARTMENT	DIVISION
Strategic Planning	Development and Growth

Position Objectives

The role of the Strategic Planner is to provide strategic land use planning advice, contribute to the development and implementation of policy and to support the Senior Strategic Planner and Manager Strategic Planning in completing strategic land use planning projects.

The key position objectives are to:

- Contribute to, prepare and implement strategic integrated land use planning policies and plans.
- Undertake and manage Council led and private amendments to the Ballarat Planning Scheme.
- Provide strategic planning advice to Council, the community and other stakeholders based upon contemporary strategic planning theory and practices, and existing State and local planning policy.

Key Responsibility Areas

Strategic Planning, Policy Development and Implementation

- Assist with the regular review and maintenance of the Ballarat Planning Scheme in accordance with best regulatory practice, including preparing and delivering amendments and representing the Council at Panel hearings as required.
- Contribute to the development of strategic land use strategies and policies.
- Assist with the review and monitoring of Council's strategic land use policies and reporting to Council as required.
- Recruit and manage consultants to deliver reports, policies and strategies relating to strategic land use planning.
- Work with Council's Statutory Planning Unit to process combined Planning Scheme Amendments and planning permit applications.
- Review, analyse and provide feedback on documents provided by officers, consultants and external sources.

Advice and Liaison

- Provide advice on integrated land use planning to achieve sustainable development outcomes.

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- Liaise and develop cooperative working relationships with the community, industry, Government authorities and Council staff in relation to strategic land use planning. This will include promoting the benefits of best planning practice, promotion of Council's strategic land use planning policies and explaining the purpose and functions of the Ballarat Planning Scheme.
- Represent the Strategic Planning Unit as required to deliver major projects, including providing support to high level steering committees and working groups.
- Attend Council and Committee Meetings and deliver presentations to Council, officers and stakeholders as required.

General Management

- Participate in broader strategic and corporate planning across the organisation.
- Assist the Manager Strategic Planning in the preparation of business plans, project plans and annual budget submissions for the Strategic Planning Unit and in the regular monitoring of budget and work program performance.
- Contribute to the development and implementation of business unit policies and procedures.
- Manage project budgets and financial transactions for the business unit in line with delegated financial responsibilities.

Organisational Responsibility

- Adhere to Council's Occupational Health and Safety Policy including assuming personal responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Practise and promote Council's Equal Employment Opportunity principles by treating fellow staff fairly and equitably and without discrimination and harassment.
- Promote a positive image of Council to members of the public through professional standards or personal presentation, and through the provision of services/advice in a courteous and efficient manner.
- Perform other duties as required, provided such duties are within the limits of the position occupant's skills, competence and training.

REPORTS TO:	DIRECT REPORTS:
Manager Strategic Planning	None
ORGANISATIONAL RELATIONSHIPS	
Internal: All Council Staff	External: Government departments and agencies Professional associations Property owners Developers and their representatives

POSITION DESCRIPTION

Community groups
Community members

ORGANISATIONAL RELATIONSHIPS

Accountability and extent of authority

- Under guidance of the Manager Strategic Planning, provide timely and professional specialist advice to Council, Council staff, the community, development proponents in relation to strategic land use planning projects, processes and implications of major development proposals. This advice will be provided in respect to Council works and private and public-sector developments.
- Represent the Council at Planning Panel Hearings and in other legal forums as required.
- Comply with all legal requirements relating to the processing of Planning Scheme Amendment requests and administration of the Ballarat Planning Scheme.
- The freedom to act is limited by standards and procedures relevant to the required tasks. Whilst some aspects of the work must be undertaken within specific processes, as set down by legislation and specific guidelines, scope exists to exercise initiative in the positive application of established standards and procedures and to identify innovative new ways to achieve better outcomes, with approval of the Unit Manager.
- Participate in policy development by researching options for consideration by the Manager Strategic Planning

Judgement and decision making

- Develop and apply processes and problem solving to achieve well researched strategic land use planning policies, guidelines and projects.
- Provide and make detailed recommendations to the Manager Strategic Planning and Council and respond to suggestions and proposals from the Manager and the Council.
- Act under delegated authority as specified by Council as required.
- Make decisions on all matters regarding day-to-day responsibilities of the position such as dealing with customer requests, managing project and task workload along with appropriate time management, with guidance from the Unit Manager.

Specialist skills and knowledge

- Working knowledge of the Planning and Environment Act 1987, the Victoria Planning Provisions and other State and regional strategic land use planning legislation and policies, as relevant to strategic land use planning.
- Prepare and deliver Planning Scheme Amendments and represent Council at Planning Panel hearings.
- Research and prepare high quality detailed reports, submissions, policies and guidelines in relation to strategic land use planning.

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- Ability to manage projects and external consultants.
- Working knowledge of how a strategic land use planning approach contributes towards both the corporate and statutory planning processes.
- Ability to assist in the delivery of stakeholder engagement programs.
- Computer literacy skills including knowledge of spreadsheets, database applications, word processing and GIS.
- Understanding of long term goals of strategic planning and the City of Ballarat.

Management skills

- Well-developed organisational and project management skills, with an ability to manage a number of projects and tasks at any given time, achieving deliverables with available resources within prescribed timeframes.
- Manage competing priorities and work in a demanding, high pressure environment.
- Ability to supervise resources, including consultants, and make decisions relating to the project management of Council resources.
- Ability to implement equal opportunity and occupational health and safety policies and procedures for the management of contractors.

Interpersonal skills

- Well-developed interpersonal skills and the ability to make positive contributions to meetings, project committees and other forums, and to influence and gain assistance from other stakeholders as required.
- Ability to establish professional networks needed to achieve the objectives of the position, along with the ability to present a confident and courteous image to all customers (internal and external) and associates.
- Ability to gain co-operation and assistance from clients, members of the public and other employees.
- High level verbal and written communication skills, including effective listening and clear interpretation.
- Positive contributor as a member of a multi-disciplinary team.
- Well-developed communication skills and the capacity to act as advocate and ambassador for the City of Ballarat.

Qualifications and experience

- A tertiary qualification in Urban Planning or a related discipline is required.
- Minimum 2+ years' experience, with experience in strategic land use planning preferred.
- Demonstrated ability to successfully manage a number of projects simultaneously.

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SELECTION CRITERIA

- Recognised tertiary qualifications in Planning with minimum 2+ years' experience in a planning position, with experience in strategic land use planning preferred.
- Proven ability to work cooperatively and positively as part of a team, in a sensitive and confidential environment.
- Highly competent verbal and written communication skills, including customer service skills and the ability to develop and maintain cooperative working relationships with internal and external parties.
- Demonstrated ability to manage complex projects and to investigate, prepare and present high quality reports and recommendations, with the ability to think broadly and creatively in devising solutions.
- Working knowledge of the Victoria Planning Provisions and the Planning and Environment Act 1987, in particular the Planning Scheme Amendment process.
- Ability to plan, co-ordinate and prioritise a demanding workload, along with responsibility, resourcefulness and initiative to complete objectives within given timelines.