

**SOUTHERN GRAMPIANS SHIRE COUNCIL**

**POSITION DESCRIPTION**

**Position Details**

Title: Principal Strategic Planner

Classification: Band 7

Business Unit: Shire Strategy and Regulation

Reports to: Planning Coordinator

**Our Vision and Values**

**Vision**

Thriving Community, Limitless Opportunity

**Values**

Raise the Bar

Create Brilliance Together

Dream Boldly, Change Bravely

Integrity in Every Step

**Child Safety**

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

* providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
* having a zero-tolerance approach to child abuse
* having a zero-tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism.

**Our Vision and Values**

As a Principal Strategic Planner, you will lead the preparation, implementation and review of policies, strategies and plans to achieve sound, evidence-based planning outcomes for the Southern Grampians Shire and Community. You will provide expert advice to the organisation, government, community and regulatory agencies, facilitate good planning outcomes and ensure legislative requirements are met.

**Key Responsibilities**

* Lead the preparation, implementation and review of policies, strategies and plans to achieve sound, evidence-based planning outcomes.
* Manage strategic planning projects, including the development of briefs, coordination of consultants and community engagement, ensuring that the planning unit meets the expectations of Council’s Corporate Plan and Budget.
* Assist the Planning Coordinator in the development and implementation of streamlined development processes.
* Assist the Statutory Planning team in busy periods or as directed to assess planning permit applications, and work collaboratively with the team regularly, ensuring compliance with relevant legislation and regulatory timeframes.
* Provide advice and information on development and planning issues to developers, Council, other authorities and the general public.
* Assess and negotiate good planning outcomes for the Council with developers and their proponents.
* Provide advice to the Council and prepare submissions on State Government strategic planning policies, reports, and initiatives.
* Make recommendations to Manager Shire Strategy and Regulation and Council by written report through the Planning Coordinator.
* Represent Council at Victorian Civil and Administrative Tribunal proceedings and hearings as required.
* Assist in the training and mentoring of staff in strategic planning matters.
* Implement all regulatory responsibilities of Council under the Southern Grampians Planning Scheme, the *Planning and Environment Act 1987*, and other planning legislation and guidelines.
* Prepare and contribute to policy and procedure manuals as may be requested to assist the administration of the Planning Unit and the enforcement of the Southern Grampians Planning Scheme.
* Experience in developer contribution policies would be an advantage.

**Corporate Responsibilities**

* Promote a culture of excellence in customer service, identifying, implementing and reviewing strategies to improve service quality.
* Establish and maintain a high level of co-operation between residents, Council officers, applicants and the Planning unit.
* Reinforce existing and establish new networks, both within and outside of the industry, to identify Best Practice techniques and technologies.
* Cultivate and maintain strong relationships among Council officers on both a formal and informal basis across all Council functions.

**Policy Development and Implementation**

* Assist in the development and review of relevant policies and procedures where appropriate.
* Assist with identifying and prioritising objectives and policies for the Planning unit, and prepare implementation plans in consultation with other members of the unit as appropriate.
* Liaise with other key units on specified projects or issues.

# Extent of Authority

* Responsible for efficient and effective operation within a team environment.
* Accountable for the conveying of accurate specialist information with respect to strategic planning matters.
* Operate according to Council policies, procedures and specific guidelines, as well as relevant legislation.
* Commit to and adhere with Council’s Child Safety Requirements.

# Judgement and Decision Making

* Provide information to other Council officers, Council, developers and the public in relation to strategic planning matters.
* Operate under the guidance of the Planning Coordinator, and in accordance with Council policies and corporate objectives with methods and procedures developed from theory, precedent and previous experience.
* Ability to resolve issues within the necessary timeframes.

# Specialist Skills and Knowledge

* A proficient, theoretical and practical knowledge of strategic planning matters.
* An ability to interpret Planning legislation, regulations, precedents and practices.
* An understanding of the operation of Local Government and legal processes within Victoria.
* Knowledge of Government policies and practices, and an awareness of current trends and issues.
* Well-developed analytical, investigative, interpretive and problem-solving skills.
* An ability to assist in the preparation of a Business Plan for the Planning unit as required.
* An understanding and appreciation of the long-term goals of the Southern Grampians Shire Council.

# Interpersonal Skills

* Well-developed verbal communication skills to effectively mediate and resolve conflict and liaise with business and community representatives.
* Well-developed written communication skills to effectively present to Council management, Council, Victorian Civil and Administrative Tribunal and Planning Panels Victoria as required and prepare written correspondence on all matters relevant to the position.
* Develop formal and informal public presentations.
* Able to gain cooperation and assistance from applicants, other Council staff and members of the public in well-defined activities related to the position.
* Liaise with counterparts within the industry, and all levels of Council staff, to discuss and exchange views.
* Represent the Planning unit and/or Council on committees as required.
* Able to work independently and collaboratively, adapt to change, and have a strong sense of self-awareness in a multidisciplinary environment.

# Management Skills

* Ability to effectively plan, organise and manage own time to achieve targets within available resources and a set timeframe.
* Ability to adapt positively to change and demonstrate innovation.
* Ability to guide and work closely with other Council officers.
* Understanding of, and compliance with Council’s Human Resource Policies, Council policies and relevant legislation including Occupational Health and Safety and Equal Opportunity.
* Be responsible for ensuring the health, safety and wellbeing of self, colleagues, volunteers and visitors by:
* Implementing and monitoring compliance with workplace policies and procedures.
* Engaging with and supporting HSRs, OHS committees, supervisors and managers.
* Conducting safety inductions and local topic specific training.
* Supporting and mentoring HSRs and supervisors.
* Supporting staff awareness of OHS responsibilities and accountabilities.
* Assisting with implementing OHS plans and strategies.
* Supporting managers in activities that foster a positive OHS culture.

# Compliance with Legislation and Policies

* Adhere to all current relevant codes of conduct and legislative requirements including:
* *Southern Grampians Shire Council Policies and Procedures;*
* *Southern Grampians Shire Council Staff Code of Conduct;*
* *Privacy and Data Protection Act 2014 (Vic);*
* *Equal Opportunity Act 2010 (Vic);*
* *Occupational Health and Safety Act 2004 (Vic);*
* *Government/Industry Codes of Conduct;*
* *The Southern Grampians Shire Council Enterprise Agreement; and*
* *The Municipal Emergency Management Plan.*
* Demonstrate a commitment to risk management principles and practices and also maintain a safe environment for staff and the community.
* Responsible for ensuring the security of Council’s assets under the Officer’s control.
* Responsible for ensuring compliance with the requirements of the *Occupational Health and Safety Act 2004 (Vic*), Council’s Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

**Key Selection Criteria**

The employee will demonstrate the following:

* A tertiary qualification in Town and Regional Planning or relevant experience/qualification.
* Extensive experience in all areas of strategic land use planning including Planning Scheme Amendments, preparation of plans and planning policies, community engagement and consultation, and administration of planning schemes within the Victorian planning system.
* Previous experience in using the Amendment Tracking System (ATS).
* Excellent written and verbal communication skills.
* Have experience in and knowledge of statutory and strategic land use planning within a metropolitan and regional planning context in Victoria and have knowledge of significant government policies and strategies on land use planning and legislation including developer contributions frameworks.
* Understanding of current trends and issues as they relate to land use planning.
* Ability to gain cooperation and assistance from other employees and external stakeholders.
* Ability to deal discreetly and tactfully with confidential and sensitive matters.
* A current Victorian Drivers Licence.

**Agreement**

I, have read and understand the objectives and conditions of the above mentioned role.

Employee:

Signature:

Date: