

## POSITION DESCRIPTION

Strategic Planner  
(numerous positions)

<b>Directorate:</b>	City Economy & Growth	<b>Department:</b>	Planning & Transport Strategy
<b>Position Grade:</b>	12	<b>Reports to:</b>	Executive Planner
<b>Last review:</b>	September 2018	<b>Next review:</b>	September 2020
		<b>Version</b>	3.0

### Position purpose:

This position is responsible for the provision of strategic planning services.

### Key accountabilities/responsibilities:

Responsible for:

- 1) The preparation and processing of Local Environmental Plans, Development Contributions Plans, Development Control Plans, Planning Proposals and Voluntary Planning Agreements, or equivalent.
- 2) Undertaking strategic planning projects and studies in accordance with the Strategic Planning program.
- 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 Manager or Executive Planner.

### Decisions made in the position:

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

### 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:

- Manager Planning & Transport Strategy
- Executive Planner
- Community including residents, ratepayers, and business owners.
- Development Industry representatives.
- 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 in a clear and concise way is highly recommended as it allows the selection committee to assess how you meet the criteria. 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.

##### Experience

- Demonstrated ability to interpret and apply planning legislation and controls.
- Proven ability to manage own varied workload while balancing competing tasks.
- Experience in basic computer applications.

##### 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

- 12 months 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.
- Current NSW Drivers Licence.

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## CORPORATE VALUES

*This section does NOT need to be addressed in any application for this position.*

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

### 1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

### 2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

### 3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

### 4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

### 5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.