

## POSITION DESCRIPTION

Executive Planner  
(POS1138, 1140)

<b>Directorate:</b>	Planning & Compliance	<b>Department:</b>	City Planning
<b>Position Grade:</b>	16 (Planners)	<b>Reports to:</b>	Coordinator Strategic Planning
<b>Last review:</b>	February 2021	<b>Next review:</b>	February 2023
		<b>Version No.:</b>	2

### Position purpose:

To lead a team of professional planners in the delivery of strategic planning policy that applies to and impacts upon the Liverpool Local Government Area.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Leading, inspiring and mentoring staff to ensure the timely and effective delivery of strategic planning advice and facilitate staff development and retention.
- 2) Undertaking of strategic planning projects and studies to promote best practice planning outcomes, and delivery of planning responses to complex development situations.
- 3) Ensuring that work outputs contribute to and guide delivery of a positive development vision for Liverpool.
- 4) Oversight of staff to ensure the timely, cost effective and coordinated delivery of the Strategic Planning work program.
- 5) Promotion of a cohesive team environment wherein members are encouraged to use initiative, express ideas deliver innovative solutions and undertake appropriate professional development.
- 6) Provide strategic assessment and advice into assessment of major and complex development applications.
- 7) Appointment in accordance with Council procedures and supervision of consultant's work.

### Decisions made in the position:

- 1) Coordination of nominated staff within the Strategic Planning section to deliver positive planning outcomes in accordance with the work program.
- 2) 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) Providing for an appropriate planning framework which guides and promotes development of the substantial urban renewal, infill development and expansive urban release areas while ensuring positive community outcomes.
- 2) Oversight and review of Council's development contributions plans.
- 3) Management of competing priorities to maintain delivery of the work program.
- 4) Delivery of positive planning outcomes in a timely manner and within resource allocations.

### Key working relationships:

- Chief Executive Officer and Executive team, Coordinator and Manager City Planning
- Community including residents, ratepayers and business owners.
- Strategic Planners, DA Planners, Land Engineers, Communications
- Development Industry representatives.
- State government authorities and neighbouring

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### POSITION SPECIFICATION

#### ESSENTIAL CRITERIA

##### Qualifications/Licences

- Tertiary qualifications in Town Planning or a related discipline.
- Current Drivers Licence

##### Experience

- Substantial urban planning experience with relevant understanding and experience in Strategic Planning and application of legislation and policy, including s94 plans and procedures.
- Ability to manage, mentor and inspire staff in the delivery of strategic planning outcomes, on time and within budget.
- Demonstrated ability to produce positive strategic land use planning outcomes and negotiate innovative solutions.
- Demonstrated ability to analyse and interpret information to inform policy development.
- Exceptional communication skills, with experience in consulting with a wide range of audiences and resolve conflicts.

##### Knowledge and Skills

- Understanding of the Sydney development industry and challenges facing rapidly growing western Sydney Councils.
- Ability to use appropriate computer packages to prepare reports, presentations, spreadsheets etc.
- Appreciation of working within Local Government context.
- A self-starter with ability to motivate the team and use initiative
- 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

- A willingness to undertake continuing professional development as appropriate.
- Flexible attitude to taking additional responsibilities and toward work hours.
- Display initiative, adaptability, accountability and flexibility.

## **Our vision:**

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

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**