

POSITION DESCRIPTION

Strategic Planner
(POS1620, POS1659, POS2386)

Directorate:	Planning and Design	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:

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| <ul style="list-style-type: none"> • Executive Planner • Coordinator Strategic Planning & Manager City Planning • Community including residents, ratepayers, and business owners | <ul style="list-style-type: none"> • Development Industry representatives. • State government authorities and neighbouring councils. |
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POSITION SPECIFICATION

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