

Position Description

Strategic Planning Coordinator

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: March 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 - Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Environment, Planning and Community
Section/Unit:	Environment, Development and Strategic Planning
Team:	Strategic Environmental Planning
Work base:	Grafton, however, this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Manager Environment, Development and Strategic Planning
Level of support and supervision:	Some
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Direct supervision and mentoring of Strategic Planning Staff
Internal contacts:	All staff within Council
External contacts:	The general public, government agencies, private organisations, consultants and developers.

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours	
Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Physically capable of carrying out site inspections

Frequent driving

Purpose of the position

To manage the Strategic Planning team within the budgetary framework established by Council and consistent with the objectives of Council's Management Plan.

To assist in the formulation of land use policy and goals for Council with a particular focus on preparation and review of environmental planning instruments and related documents as required by the Environmental Planning and Assessment Act 1979.

To take a proactive role in identifying key strategic planning issues and integration with Council's other corporate responsibilities.

To provide a coordinating link between the Strategic Planning Team and the Manager Environment, Development and Strategic Planning.

To provide timely, accurate and succinct information on strategic planning and Native Title issues.

Major duties and responsibilities

Provide strategic planning services which meet all statutory and legislative obligations.

Formulate, develop and implement procedures and policies to improve the delivery of strategic land use planning.

Provide professional reports and advice to Council and management.

Manage Strategic Planning to provide a customer service focus.

Hold responsibility for preparation of environmental planning instruments, transport planning, land use strategies, Crown and public reserves planning, and provide input to natural resource management planning policy, coastline and estuary management plans.

Assist in the management of activities required to implement the effective operation of Council's strategic planning policies and programs as they apply to the preparation of LEP's, DCP's, Developer Contribution Plans and S64 Plan.

Integrate existing LEP's, DCP's and policies throughout the Council with particular emphasis on linkage to Integrated Planning and Reporting principles of the Local Government Act.

Prepare detailed reports and correspondence.

Provide oral and written advice to Council and represent Council in external forums.

Carry out site inspections.

Check and sign Planning Certificates.

Prepare a range of environmental planning instruments, LEPs, DCP, Council policies, and planning studies

Major duties and responsibilities

Attend pre-lodgement meetings as required.

Manage external contractors and consultants.

Organise and/or attend meetings as required and ensure that recommendations are appropriately referred and actioned.

Prepare plans of management for Crown and Council reserves.

Attend the Land and Environment Court as required.

Process development and subdivision applications as required.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications or equivalent in town planning, natural resource management or a related discipline; **or** equivalent relevant industry experience in a related discipline

Detailed knowledge of the Environmental Planning and Assessment Act, 1979, the rezoning and LEP/DCP processes, and contemporary planning practices and issues

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated relevant depth of experience in strategic planning and policy development with a particular focus on natural resource management

Demonstrated staff management experience

Position related skills

Well developed computer literacy in email and internet programs and intermediate proficiency in Microsoft word

Demonstrated well developed written and verbal communication skills (written, verbal and interpersonal) and negotiation/mediation skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Additional tertiary qualifications in a related field or Post Graduate or higher qualifications in relevant field of study

Desirable selection criteria

Licences/tickets, clearances, membership

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Eligibility for membership of the Planning Institute of Australia

Position related skills

Demonstrated well developed conflict resolution skills

Other features of this position may include

Attendance at public meetings/forums and Council Meetings as required.

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date

Employee