



## Principal Strategic Planner

**Section:** Strategy and Environment

**Salary point:** 18

**Position number:** PSC044

**Last updated:** February 2023

## Position objectives

The purpose of this role is to assist the Strategic Planning Unit to improve the physical, environmental social and economic amenity of the Port Stephens community, including the facilitation of the following:

- Strategic land-use planning of the built environment, infrastructure, heritage and biodiversity;
- Achieving the unit objectives and responsibilities of the strategic planning unit; and
- Assist in promoting the image of Council as effective, caring, courteous and professional.

## PSC values



**Respect:** Creating a unique, open and trusting environment

**Integrity:** Being honest and taking responsibility for our actions

**Teamwork:** Working together as one Council to support each other

**Excellence:** Improving the way we work, to meet future challenges

**Safety:** Providing a safety focused workplace culture

## Key responsibilities

The key responsibilities of this position includes:

- Project manage the preparation of strategic planning policies and plans, such as local environmental plans, development control plans and policies;
- Allocate work, including planning proposals amongst the members of the strategic planning team;
- Monitor the progress of strategic planning matters and review policies and plans prior to progressing to the Executive Leadership Team or Council as may be required;

- Deliver these policies and plans, including the design and application of procedures for their ongoing use and monitoring;
- Prepare land use planning studies, development guidelines and policy advice in relation to specific sites and re-development areas; town centres and precincts and consult with relevant Council departments;
- Provide reliable, well-researched and balanced advice to the Council in the form of both briefings and reports;
- Attend briefings and meetings of the Council as required;
- Prepare briefs for the engagement of temporary staff and consultants;
- Supervise, coach and mentor staff and consultants to ensure the expectations of the Section are met and workplace behaviours are consistent with the PSC RITES
- Liaise with and provide advice to other Council Departments on strategic planning matters;
- Assist in the identification of strategic issues and development, coordinating and managing multidisciplinary projects which provide efficient resolution of the issues such that solutions are cost effective, innovative and practical; and
- Review the preparation of Local Infrastructure Contribution plans and the Planning Certificate templates and procedures.

## Key accountabilities

The key accountabilities are detailed in the Individual Work and Development Program (IWDP) for the Principal Strategic Planner, which are an agreed six-month work program drawn from the key responsibilities listed above.

## Extent of authority

The extent of authority for this position is detailed by the following:

- Delegations provided to the position under the Local Government Act 1993;
- Tasks are generally performed under the general direction of the Strategic Planning Coordinator;
- Decisions are made within the scope of Council's established procedures and guidelines;
- Discretion is required; and
- This position has staff supervision responsibilities.

## Judgement and decision making

The extent of judgement and decision making for this position will include:

- Requirement to develop/modify operational methods and specific operations policies, practices and standards;
- Development of a range of options that could be imprecise and require an amount of inventiveness to depart from or adopt accepted
- practices and procedures;
- Challenges by changing customer requirements, statutory requirements, market needs or technical demands that require the interpretation of operating policies to determine an appropriate and efficient course of action; and

- Requirement to operate and make decisions within defined projects with little supervision and requires self-direction.

## Skills, knowledge and capacity

### Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service.
- Understanding of the Australian Business Excellence philosophy.
- Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety.

### Interpersonal

- Extensive experience in research, preparation, review and implementation of policies and plans, such as local environmental plans, development control plans, policies and development contributions plans.
- Well-developed ability to research and analyse complex and sensitive development issues and to propose solutions to these complex issues.
- Proven track record in meeting strict deadlines and balancing competing priorities.
- Proven management ability, in the management of projects, consultants and staff, whether working as individuals or in small teams.
- Excellent organisation and time management skills.
- Excellent negotiation and interpersonal skills.

### Qualifications and experience

- Undergraduate qualifications in town planning or associated equivalent.
- Minimum 5 years' experience in the planning and development industry.
- Drivers licence.
- High level of computer literacy.
- Previous management-level or senior-level experience.

### Desirable

- Post-graduate qualifications in urban design, economics, environmental management or associated equivalent.

## Capability Framework level: Advanced

Personal attributes	Relationships	Results	Resources
<ul style="list-style-type: none"> <li>• Manage self</li> <li>• Displays resilience and adaptability</li> <li>• Act with integrity</li> <li>• Demonstrate accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate and engage</li> <li>• Community and customer focus</li> <li>• Work collaboratively</li> <li>• Influence and negotiate</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and prioritise</li> <li>• Think and solve problems</li> <li>• Create and innovate</li> <li>• Deliver results</li> </ul>	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Assets and tools</li> <li>• Technology and information</li> <li>• Procurement and contracts</li> </ul>

# Position description approval

Employee

Date