

<b>TITLE:</b>	Principal Strategic Planner
<b>DIRECTORATE:</b>	Urban Living
<b>DEPARTMENT:</b>	Strategic and Statutory Planning
<b>LOCATION:</b>	This position is based at Camberwell but is expected to work across all locations as required
<b>CLASSIFICATION:</b>	Band 7
<b>EMPLOYMENT STATUS:</b>	Full Time
<b>POSITION CODE:</b>	TBC

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## PRIMARY OBJECTIVE AND POSITION CONTEXT

The Principal Strategic Planner is responsible for leading major strategic planning projects with a focus on setting the future strategic direction of the municipality and achieving outstanding planning outcomes for the community.

The position will work with and across the Strategic and Statutory Planning department to ensure the Boroondara Planning Scheme reflects Council's policy direction. The role also is expected to play a significant role identifying and implementing process improvements to create efficiencies and build customer focus.

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## REPORTING RELATIONSHIPS

Reports to: Coordinator Strategic Planning

Direct reports: Nil

Internal liaisons: Councillors and all Council departments and teams, including but not limited to Building Services, Place Making, Local Economies, Environmental Sustainability & Open Spaces, Traffic and Transport, Customer Connect, Civic Services, assets and Capital Planning, and Active Ageing and Community Planning and Development

External liaisons: Community members including residents and business operators, permit applicants and prospective applicants, community groups, government departments, public authorities, tribunals, consultants, design professionals and planning and local government industry bodies

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## WORKING WITH CITY OF BOROONDARA

**Our Vision** is to be a vibrant and inclusive city, meeting the needs and aspirations of its community. We work together to deliver community priorities and place our customers at the centre of everything we do (Purpose).

Our values and behaviours guide the way we work and lead.

### How we work

- Think Customer experience
- Act with integrity
- Work together as one

### How we lead

- Lead by personal example
- Build trust
- Create shared direction

- Explore better ways
- Treat people with respect
- Own it, follow through
- Inspire possibility
- Empower others

To achieve our strategic goals we need a workforce full of energetic, customer focused and forward thinking people.

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## KEY RESPONSIBILITIES/OUTCOMES

Key Responsibility	Details
<ul style="list-style-type: none"> <li>Lead major strategic planning projects</li> </ul>	<ul style="list-style-type: none"> <li>Lead the development of strategic planning policies, strategies and other related initiatives including their implementation.</li> <li>Assist in developing the future strategic direction of the municipality working collaboratively with other Council departments.</li> <li>Prepare planning scheme amendments on behalf of Council, to consider requests for planning scheme amendments, and prepare and present submissions for panel hearings.</li> <li>Assist in monitoring and reporting on metropolitan, regional, state and federal planning codes, policies and initiatives as they affect the municipality.</li> <li>Assist in monitoring and reporting to Council on physical, demographic and economic trends relevant to the municipality.</li> <li>Represent Council in public and professional forums as appropriate.</li> <li>Prepare and present reports for Council, Panels Victoria, the courts.</li> <li>Provide professional and expert input into strategic planning issues in an individual or group context.</li> <li>Conduct public consultation meetings with a range of stakeholders, designed to resolve conflict through negotiation.</li> <li>Assist in the identification, development and implementation of key processes and system improvement to enhance service delivery and maintain accurate records and statistics.</li> <li>Assist in advocating and prepare submissions on proposed Victorian</li> </ul>

	Government planning reform initiatives and policy changes.
Prepare reports and documentation	<ul style="list-style-type: none"> <li>• Prepare statutory documents to undertake the processing planning scheme amendments</li> <li>• Prepare and present reports to Council and Committee meetings, Planning Panels and professional and community forums.</li> </ul>
Contribute to a high quality customer service across the directorate.	<ul style="list-style-type: none"> <li>• Assist in the development and implementation of strategies, including the review of processes, procedures and systems to enhance the delivery of services to the community.</li> <li>• Assist in undertaking surveys and community consultation as required.</li> <li>• Assist in the development of best practice and customer focused service delivery processes within the Strategic and Statutory Planning department.</li> <li>• Assist in the provision of guidance and direction to staff with respect to the resolution of key service issues and the delivery of customer focused services by the Strategic and Statutory Planning department.</li> </ul>

## SELECTION CRITERIA

- A tertiary qualification in town planning or a related discipline.
- Extensive professional and technical experience in strategic planning including the development of planning policies, strategies and initiatives. Demonstrated skills in strategic, conceptual and lateral thinking and ability to develop integrated, creative solutions to achieve project outcomes.
- Excellent understanding of city and planning theory including interaction of the natural and built environments, land use, infrastructure and people.
- Demonstrated experience developing positive and collaborative relationships with internal and external stakeholders to achieve strategic goals in a complex and political environment.
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- Ability and experience in analysing and proactively improving systems and processes in a statutory planning environment.
- Ability to effectively communicate within political and complex environments in both written and verbal channels including planning panels and other public and professional forums.

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## HSW AND RISK MANAGEMENT

- Follow established safe working practices, procedures and instructions
- Take reasonable care for their own HSW and that of their colleagues
- Seek assistance when unsure of practices and procedures to perform a task
- Report all hazards, incidents, injuries, near misses and potential risks as soon as practicable to their supervisor
- Actively participate and contribute to preventative HSW strategies, audits, team meetings and training

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## EMPLOYMENT REQUIREMENTS

To work with the City of Boroondara you may need to provide a current National Police Records Check and, to support a child safe organisation a current Employee Working with Children Check.

All employees must adhere to Occupational Health and Safety, Equal Opportunity, Child Safety, Council service charter and other relevant legislative requirements, our policies and procedures and our Codes of Conduct.

All staff are responsible for making and keeping complete full and accurate records in the Corporate System Objective that adequately document Council business activities and support any decisions made. This further extends to making information available to other staff through Objective improving the overall service provided by Council.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable for the effective, accurate and timely processing of strategic planning projects and planning scheme amendments within specified timelines.
- Responsible for the interpretation and administration of relevant Acts, Regulations and policies and the provision of accurate and timely advice to internal and external customers.
- Accountable for assisting in ensuring the planning office maintains a high standard of professional conduct and high level of technical expertise.
- Responsible for preparing and presenting reports to Council and submissions to Planning Panels and other public and professional forums where relevant.
- Undertake strategic planning functions in accordance with Council's the Deed of Delegation.

## JUDGEMENT AND DECISION MAKING

- An ability to formulate recommendations in respect to strategic planning projects, initiatives and reports.
- The role requires the exercising of sound judgment on deciding what matters need to be communicated to Urban Living management; such as politically sensitive issues, matters with wider policy implications, and risk management matters.
- An ability to negotiate with proponents and submitters and where necessary develop and suggest options for an improved degree of compliance with Council policies and objectives.
- Provide expert professional advice in regard to the development and review of planning policies, strategies, initiatives and procedures.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Demonstrated and extensive planning experience and skills, including detailed knowledge of the Planning and Environment Act, Planning Schemes and other associated and relevant legislation.
- Specialist skills in the area of strategic planning including an ability to critically analyse planning issues and a highly developed ability to undertake projects, prepare reports, policy documents and guidelines, both independently and by enlisting the support of other staff.
- Ability to prepare complex but succinct reports.
- Ability to interpret and apply complex legislation and policy.
- Intermediate computer skills related to databases, the internet, and a range of Microsoft computer programs.

## **MANAGEMENT SKILLS**

- Ability to act as a role model, train and mentor more junior staff. Ability to prioritise competing workload demands and meet deadlines.
- Proven ability to communicate effectively and work collaboratively with a range of stakeholders in the community, government and professional sectors.
- Strong ability to develop work plans and timelines, and to implement and complete these successfully for own position and those under direct supervision.
- Strong ability to develop creative solutions to problems within short timeframes using the available resources.
- From time to time, as required, other officers may report to the Principal Strategic Planner

## **INTERPERSONAL SKILLS**

- Ability to liaise with and gain the co-operation and assistance from all levels of staff.
- Ability to discuss, negotiate and resolve problems with a range of stakeholders.
- Commitment to and provision of excellent customer service (both internal and external customers).
- Excellent written and verbal communication skills.
- Ability to work independently, under limited direction to achieve objectives.
- Ability to balance competing demands effectively.
- Ability to manage workload
- Demonstrated ability to represent Council in a professional and effective manner in public forums such as Council meetings, panel hearings, consultation forums, and meetings with external stakeholders and within the organisation.

## **QUALIFICATIONS AND EXPERIENCE**

- A recognised tertiary qualification in Town Planning or a related discipline
- Extensive strategic planning experience and sound understanding of planning theory and principles.
- Experience presenting to Planning Panels.
- Experience in dealing with the public on complex matters.
- Demonstrated experience in establishing and leading collaborative, multi-disciplinary working groups.

- A Current Victorian Drivers Licence