

## Position information

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<b>Position Title:</b>	Strategic Planner
<b>Classification:</b>	Band 5
<b>Reports to:</b>	Coordinator Strategic Planning
<b>Division:</b>	City Planning and Amenity
<b>Department:</b>	Urban Strategy

## Our strategic context

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### Council Plan Vision Achievement

We partner with our community to protect and care for the community of life in Bayside making an inclusive, active, healthy, connected and creative experience for all.

### How we work together

Our values and behaviours underpin all the work we do and are the foundation for the development of One Bayside.

We hold ourselves and each other accountable to our shared values and behaviours of **Respect Each Other, Own It, Work Together** and **Find Better Ways**.

## Position Purpose

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The Strategic Planner helps protect and enhance the quality and character of the natural and built environment for the benefit of current and future generations by delivering specific tasks and projects to support the preparation and implementation of land use policies and plans.

## Position – Key Functions, Accountabilities & Outcomes

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Key Functions	Accountabilities	Outcomes
We prepare high quality work that aligns with Council's strategic	Ensure that Council fulfils its strategic planning obligations under various State policies and legislation that impact the use and development of land within the municipality.	Specialist advice is provided to the organisation and Council's clients

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framework and legislative obligations.		regarding strategic planning matters.
We prepare high quality work that aligns with Council's strategic framework and legislative obligations.	Prepare, assess and process Planning Scheme Amendments, including Council initiated or respondent requested amendments, in accordance with statutory and organisational processes and requirements.	Policy is interpreted and implications of change identified.  Procedures and planning scheme amendments comply with legislative and Council processes.
We plan for the future and look for ways to improve and adapt.	Contribute to the continued improvement and ongoing effectiveness of the Bayside Planning Scheme to achieve Council's short and long term planning objectives.  Assist the Strategic Planning Coordinator and Manager Urban Strategy in developing programs and new systems to improve the operation of the Urban Strategy Department.	Policy and strategy is translated into the Bayside Planning Scheme and implemented effectively.
We provide a high quality customer experience to both external and internal customers across all contact channels.	Provide advice to the organisation and Council's clients regarding strategic planning matters.  Contribute to the preparation and review of strategic policies and plans relating to land use, development and related facets.	Strategies, plans and policy documents are based on research, identified trends and policy direction.
We prepare high quality work that aligns with Council's strategic framework and legislative obligations.	Prepare submissions on behalf of Council to present to panel hearings or in response to State and Federal policy directives.  Ensure prompt and professional responses to enquiries and complaints.  Ensure coordination of actions with other Council departments.  Consult with members of the Bayside community, government agencies and other interested parties.	Council is professionally represented and the community and staff receive clear and credible communication.
We provide a high quality customer experience to both external and internal customers across all contact channels.	Provide guidance and advice to Council's administrative staff and ensure that professional standards are maintained.	Administration staff are supported and mentored to ensure quality outcomes are achieved.

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## Position - Organisational Relationships

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**Key Internal Contacts:** Strategic planning team, Urban Strategy administration officer, Economic Development team, Statutory Planning team, City Planning and Amenity Division, other Council departments, Councillors and Executive team.

**Key External Contacts:** Relevant State and Federal Government Departments, State Authorities and Agencies, Panels and Tribunals, Community members and groups, Developers, applicants and consultant representatives, Business owners, Other relevant local municipalities, Consultants, contractors, advisors and legal representatives, Industry bodies and working groups.

## Position - Delegations

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**Financial Delegations:** As per Financial delegations

**People and Position Delegations:** As per People and Position delegations

## Position – Skills and Competencies

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Accountability and Extent of Authority	<ul style="list-style-type: none"><li>• Assist the Strategic Planning Coordinator and Manager Urban Strategy in ensuring the effective and efficient day-to-day operation of the Strategic Planning team and Urban Strategy department.</li><li>• Responsible for providing a professional level of service and specialist strategic planning advice to the organisation and Council clients, following guidelines and under supervision.</li><li>• The freedom to act is limited by standards and procedures relevant to the tasks to be undertaken within this position. Whilst some aspects of the work must be undertaken within specific processes, as set down in legislation and generally fall within specific guidelines, wide scope exists to exercise initiative in the positive application of established standards and procedures and to identify innovative new ways to achieve better outcomes.</li><li>• The Officer will be required to undertake allocated tasks in a timely and proficient manner and deliver projects and undertake tasks in accordance with budget allocations.</li></ul>
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	<ul style="list-style-type: none"> <li>• Accountable for the effective and efficient processing of planning scheme amendments and general enquires.</li> <li>• Responsible for the preparation of reports for Council and detailed submissions for presentation to independent panels.</li> <li>• In consultation with the Strategic Planning Coordinator and/or Manager Urban Strategy, may delegate work to administrative staff.</li> <li>• Participate in consultation meetings.</li> </ul>
Judgement and Decision Making	<ul style="list-style-type: none"> <li>• Issues of a non-routine or a sensitive nature will be referred to the Strategic Planning Coordinator.</li> <li>• Apply strategic planning knowledge and identify appropriate methods, processes and techniques to solve problems and satisfactorily complete tasks. This may involve improving and developing methods and techniques as required. Problem solving may involve the application of these techniques to new situations.</li> <li>• Make judgements in the formulation of recommendations to Council via the appropriate reporting mechanisms in regard to strategic planning matters.</li> <li>• Make judgements regarding the interpretation of planning and related legislation, the Planning Scheme and Council policy.</li> <li>• Use directions and skills to determine whether applications/proposals comply with relevant requirements and laws.</li> <li>• Guidance and advice is usually available from the Strategic Planning Coordinator or Manager Urban Strategy.</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Well developed professional standards, oral communication and written skills.</li> <li>• Ability to gain cooperation from colleagues, Council clients, panels and tribunals in pursuit of Council's planning objectives.</li> <li>• Ability to work collaboratively as part of a team in the pursuit of common tasks.</li> <li>• Ability to work in a team environment with other Council Departments on Council committees and intra-organisational teams.</li> <li>• Ability to liaise with counterparts within other municipalities and similar organisations to discuss specialist strategic planning matters.</li> <li>• Ability to liaise with other employees of different functional areas within Council to resolve intra-organisational problems.</li> <li>• Well developed conflict, negotiation and problems resolution skills.</li> </ul>

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<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> <li>• Tertiary Qualification in Urban Planning or a related discipline.</li> <li>• Relevant experience in the Urban Planning profession, with demonstrated experience in urban planning and preferably in a strategic planning or related role.</li> <li>• Current Victorian Driver's Licence preferred.</li> </ul>
<p>Specialist Skills and Knowledge</p>	<ul style="list-style-type: none"> <li>• Strong understanding of strategic planning principles is demonstrated.</li> <li>• Knowledge of planning and related legislation impacting on the municipality, the planning scheme, local laws, Council policy and planning theory and techniques.</li> <li>• Ability to interpret relevant legislation, policy and technical information.</li> <li>• Ability to apply appropriate theory, principles and techniques to solve problems and complete tasks.</li> <li>• Ability to communicate specialist information in a clear and concise manner to the organisation and Council's clients.</li> <li>• Ability to keep informed of changes and developments in planning knowledge and techniques.</li> <li>• Ability to contribute to and guide policy development.</li> <li>• Understanding of the long-term department goals and appreciation of wider organisation goals.</li> <li>• Demonstrated ability to organise and effectively participate in meetings.</li> <li>• A knowledge and understanding of the Occupational Health and Safety, equal opportunity, and disability legislation and guidelines.</li> <li>• Computer literacy skills including knowledge of spreadsheets, database applications, word processing and GIS.</li> <li>• An understanding of the Department's long term goals and of the relevant policies of both the Department and the wider organisation.</li> </ul>
<p>Management Skills</p>	<ul style="list-style-type: none"> <li>• Ability to manage personal time, to set priorities and plan and organise own work and to effectively communicate requirements to administration staff to achieve specific and set objectives in the most efficient way possible within the resources available and within Departmental workplans.</li> <li>• Meet or exceed statutory time limits, Council and client expectations.</li> <li>• Ability to set targets to prescribed deadlines and prioritise work programs.</li> <li>• Ability to work independently with minimal supervision.</li> <li>• Ability to use initiative and be self motivated</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to implement occupational health and safety, equal opportunity and development practices.</li> <li>• This position will at times be required to work after hours to attend Council meetings, community meetings, consultation activities and functions.</li> </ul>
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## What we are all responsible for



### Values and Behaviours

- Embrace and live the shared values of Bayside City Council: ***Respect Each Other, Own It, Work Together, Find Better Ways.***
- Reflect these values in how we do business and how we treat each other, our customers and our community members.
- Work in a manner that reflects the agreed Team Behaviours.



### Code of Conduct

All employees are required to comply with the standards of behaviour that are outlined in the Code of Conduct. The Code of Conduct sets the expectations Council has of all employees, as well as the expectations that employees can have of Council. It helps us to understand our responsibilities in terms of:

- Adhering to Council policies and procedures, and the law.
- Dealing with Council Property.
- Corporate Obligations.
- Personal Conduct.



### Customer Service

We are committed to being a customer-focussed organisation that delivers excellent and effective customer service at all levels. By engaging with the community, delivering simplified processes, and exceeding expectations, we are committed to customer service that will be:

- Easy to deal with.
- Empathetic.
- Effective.
- Trusted.



### Diversity, Equity and Inclusion

We are focused on creating a psychologically safe culture where our people feel respected and free to speak up. A culture where:

- Inclusivity becomes a conscious standard practice.

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- We have a safe workplace where people are respected, heard and valued.
- We have a thriving high-performance culture.
- We are able to achieve our strategic goals.



## **Safeguarding Children and Young People**

We are committed to building a culture that keeps children and young people we support and engage with safe from abuse through:

- Promoting the safety and wellbeing of children and young people to whom we provide services.
- Ensuring that our interactions with children and young people are consistent with the Safeguarding Children and Young People Policy and Safeguarding Children and Young People Code of Conduct.
- Speaking up and reporting any suspicions, concerns, allegations, or disclosures of alleged abuse, by staff and those with whom we interact.
- Following policies and procedures for safeguarding children and young people.
- Maintaining a valid Working with Children Check.



## **Workplace Health, Safety and Wellbeing**

- Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.



## **Sustainability**

- Demonstrate individual responsibility and commitment to sustainability by complying with Council's internal policies and guidelines.
- Participate in staff initiatives and change campaigns to reduce impact on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.

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