

# Role Description



**Position Title** Strategic Planner (Level 3-5)

**Position Number** SPPM MASTER PD

## Purpose of Role

To provide expertise in the delivery of strategic planning and place making services within the Moreton Bay Regional Council area in accordance with relevant legislation and Council procedures, policies and directives.

## Specific Responsibilities

Provide technical expertise to team members to achieve required outcomes, within required timeframes and in a professional manner.

Develop and maintain an intermediate-to-high standard of innovation and technical competence in strategic planning and provide advice to the unit about these functions.

Partner and foster relationships with key internal and external stakeholders to help facilitate major projects and key policy reform within a customer focussed culture within the team.

Programmatically manage tasks to achieve performance outcomes within set timeframes and contribute to the strategic direction and vision of the division.

Contribute to the development and implementation of key policy around the planning scheme, infrastructure planning, significant major projects and key place making activities.

Assist to represent the interests of the departments responsible for development services and strategic planning and place making functions within council as required.

Contribute to the review of the activities, business processes, procedures and policies of the strategic planning and place making teams to ensure relevance, currency and timely best practice outcomes and customer service are achieved.

## Work Experiences and Skills – essential

Demonstrated relevant experience.

Knowledge of strategic and land use planning processes, including the Planning Act 2016, SEQ Regional Plan, Council local laws and policies, or the ability to quickly acquire this information.

Well-developed oral and written communications skills and a capacity to liaise, consult, negotiate with and advise a range of stakeholders.

Excellent time and priority management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.

Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

## Academic, Trade Qualifications and other Licences – essential

Degree in Urban and Regional Planning or another relevant field.

Current C class driver's licence.

## Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## Work Location

You may be required to perform your role from any work location within the region.

## Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

## Organisational Expectations

