

## Position Description

<b>Position Title:</b>	Principal Planner - Project Management and Program Development
<b>Position Number:</b>	ECM155
<b>Department:</b>	Strategic Infrastructure Planning
<b>Reports To:</b>	Manager Strategic Infrastructure Planning
<b>Supervises:</b>	Nil

### Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The Strategic Infrastructure Planning (SIP) department is charged with the responsibility to produce and manage long-term planning, infrastructure network strategies, infrastructure network plans and schedules to support the delivery of Council's trunk and major infrastructure programs and Local Government Infrastructure Plan (LGIP).

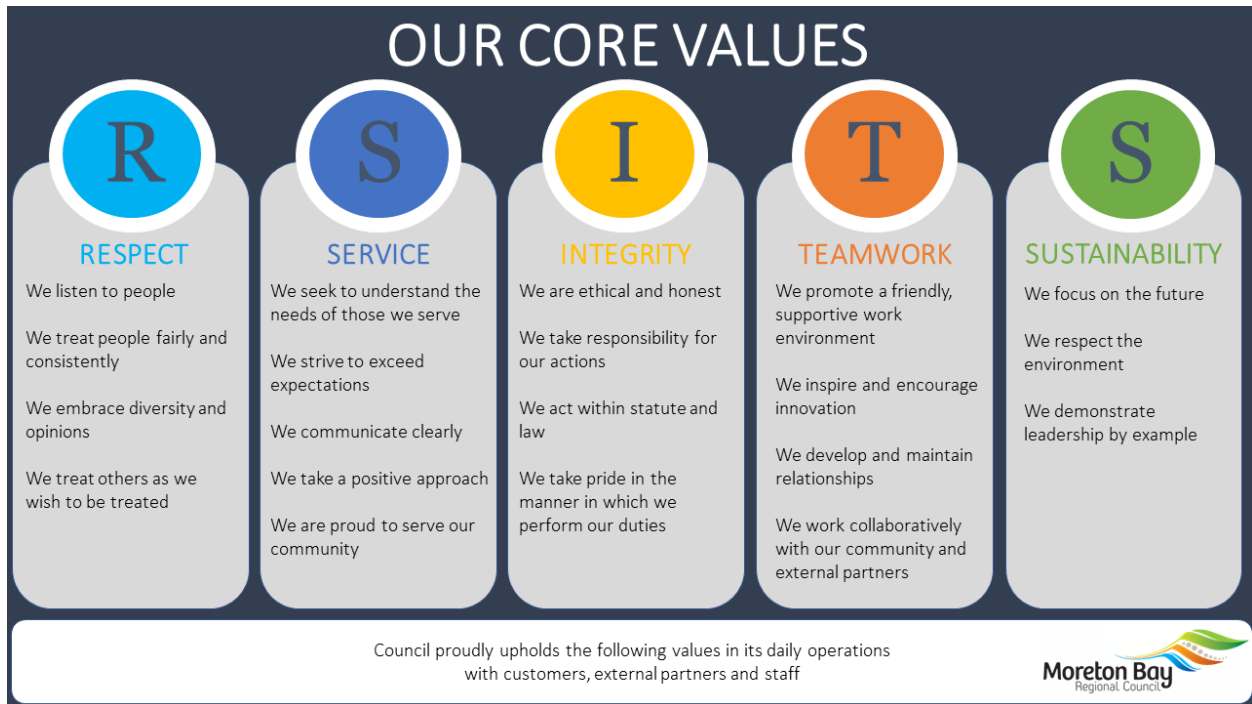
### Position Purpose

Manage the delivery of strategic infrastructure planning project and program activities for Council endorsement and develop associated planning scheme amendments for the Moreton Bay Regional Council. This role is part of a multi-disciplinary project team which includes technical specialists such as infrastructure network planners, a senior financial modeller and a GIS officer.

### Specific Accountabilities

Description
<b>Organising and Operating</b>
Undertake project management, program development and planning scheme amendment activities with respect to infrastructure planning projects such as Local Government Infrastructure Plan (LGIP), Regional Growth Management Strategy (RGMS) and other growth area servicing strategies.
Project manage the Local Government Infrastructure Plan (LGIP) project, including consultancy administration, statutory processes, appointed review and community consultation having regard to relevant legislation, policy and financial provisions and Council direction.
Prepare necessary documentation, including council and state government submissions and community consultation reports, to progress scheme amendment packages through a statutory process.
Develop and implement a program of work to deliver key infrastructure planning, strategies and policies for Council endorsement.
<b>Quality and Compliance</b>
Ensure project compliance with relevant policy, legislation and guidelines.
Undertake project management activities, within a governance framework, to seek decisions, report on program activities and manage risks of SIP infrastructure program.
<b>Stakeholder Relations</b>
Engage with relevant state agencies to manage statutory processes.
Effectively manage relevant stakeholders, including Councillors, internal staff, all levels of government and


industry groups to ensure effective and timely development and implementation of infrastructure planning activities.
Contribute to a work environment that encourages participation, teamwork, innovation and excellence.
Manage external consultants and internal projects in a timely, professional and cost-effective manner.



**OUR CORE VALUES**

R	S	I	T	S
<b>RESPECT</b>	<b>SERVICE</b>	<b>INTEGRITY</b>	<b>TEAMWORK</b>	<b>SUSTAINABILITY</b>
<ul style="list-style-type: none"> <li>We listen to people</li> <li>We treat people fairly and consistently</li> <li>We embrace diversity and opinions</li> <li>We treat others as we wish to be treated</li> </ul>	<ul style="list-style-type: none"> <li>We seek to understand the needs of those we serve</li> <li>We strive to exceed expectations</li> <li>We communicate clearly</li> <li>We take a positive approach</li> <li>We are proud to serve our community</li> </ul>	<ul style="list-style-type: none"> <li>We are ethical and honest</li> <li>We take responsibility for our actions</li> <li>We act within statute and law</li> <li>We take pride in the manner in which we perform our duties</li> </ul>	<ul style="list-style-type: none"> <li>We promote a friendly, supportive work environment</li> <li>We inspire and encourage innovation</li> <li>We develop and maintain relationships</li> <li>We work collaboratively with our community and external partners</li> </ul>	<ul style="list-style-type: none"> <li>We focus on the future</li> <li>We respect the environment</li> <li>We demonstrate leadership by example</li> </ul>

Council proudly upholds the following values in its daily operations with customers, external partners and staff



### 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.

### Position Dimensions

Staff Resources: Nil  
 Section or program budget: Nil

### Decision Making Authority

Policy: Interprets and applies policies

Delegations: Delegations under the *Local Government Act*

### Knowledge, Experience, Qualifications and Attributes

- Demonstrated ability to apply project management skills within a statutory framework;
- Demonstrated ability to prepare and deliver a local government planning scheme amendment through a statutory process;
- Demonstrated ability to prepare and present high-quality management reports and submissions to council;
- Knowledge of the legislative and governance framework applicable to the delivery of infrastructure planning;
- Knowledge of infrastructure network planning and placemaking principles
- Highly developed people and relationship skills with demonstrated ability to work in a multi-disciplined professional team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service;

- Degree in Planning, Engineering, Project Management or suitable demonstrated experience in an appropriate professional discipline;
- Current C class driver's licence.

**This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.**

**I have read, understood and accepted the responsibilities as outlined in this position description.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_