



POSITION DESCRIPTION

POSITION TITLE:		Strategic Planner			
POSITION NO:		101302	CLASSIFICATION:		Band 6
DIVISION:		Planning and Placemaking			
BRANCH:		City Strategy			
UNIT:		Strategic Planning			
REPORTS TO:		Practice Leader Strategic Planning			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

This position is required to provide evidence of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- Assist in providing strategic and operational input into the Branch as part of a multi disciplinary team.
- Assist in providing professional advice in relation to land use and development (housing, commercial, industrial, open space, heritage and sustainability).
- Facilitate the ongoing development of Council's Local Planning Policy Framework and its monitoring and refinement.

ORGANISATIONAL CONTEXT

The municipality is committed to efficiently and effectively servicing the community to the highest standards; protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major

imperative of the Organisation is an emphasis on customer service and continuous improvement.

The Strategic Planning Unit forms part of the City Strategy Branch which is within the Planning and Placemaking Division.

The City Strategy Branch comprises multi disciplinary teams with complementary skills and experience, that work to provide a strategic planning framework for land use and development, transport, and heritage places in Yarra and to build and support a strong and innovative local economy that provides for sustainable business and employment growth.

This position will lead and provide project support and input into a range of planning projects.

ORGANISATIONAL RELATIONSHIP

Position reports to:	Practice Leader Strategic Planning
Internal Relationships:	The Strategic Planner will liaise with staff at all levels within the Organisation including members of the City Strategy Team.
External Relationships:	The Strategic Planner may be required to liaise with community organisations, statutory authorities, government departments and property owners and occupiers in Yarra.

KEY RESPONSIBILITIES AND DUTIES

The Strategic Planner will be expected to:

- Work as an integral team member within the Branch, managing assigned projects and acting as a project team member on other projects.
- Liaise on a regular basis with the Strategic Planning Coordinators and the Manager City Strategy regarding the progress of assigned projects.
- Attend Council meetings and other meetings regarding strategic planning matters as requested by coordinators or management.
- Contribute to the development of the strategic and operational plans for the achievement of financial, quality management, client service and best practice targets.
- Investigate and monitor changing trends in population, commercial and industrial development and other planning matters.
- Undertake relevant research and community consultation to enable the development of policy and action plans in some or all of the areas of housing, commercial, industrial, open space, conservation and environment planning.
- Facilitate the development, refinement and monitoring of Council's Local Planning Policy Framework, providing broad integrated land use and development policy direction for the City.
- Recommend, prepare and process amendments to the Yarra Planning Scheme.
- Prepare and present comprehensive submissions regarding Council's case at Ministerial appointed panel hearings.
- Assist in the development of project briefs and manage external consultants to ensure that all services meet organisational objectives.
- Co-ordinate and liaise with relevant Government agencies, developers and the community on strategic projects which impact on the City of Yarra.

- Co-ordinate Council's response to Ministerial amendments and other major planning and development policies and actions relevant to the City of Yarra.
- Work with other areas of the Division and Council, to ensure the achievement of well integrated, social, economic and environmental policies and action plans across the City.
- Assist in the production and review of the Council Plan as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

(a) Accountability:

The Strategic Planner is accountable to the Coordinators in Strategic Planning for the timely completion of assigned projects and being an effective team member on projects as required.

(b) Extent of Authority:

The position has authority to make decisions on all routine day to day matters within the areas of their professional qualifications and expertise however the Strategic Planner is required to liaise with the Strategic Planning Coordinators in regard to decisions of a non-routine or politically sensitive nature or that will have a major impact on projects and the overall functioning of the Strategic Planning Unit.

Safety & Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which form the foundation of how we work and shape our organisation's culture:
 - **Accountability:** owning what we do
 - **Respect:** including all
 - **Courage:** seeking the brave path.

JUDGMENT AND DECISION MAKING

The position has a primary focus on problem solving with considerable emphasis on policy development and implementation strategies which may require solutions needing creativity, originality and innovation. Guidance and advice is usually available.

SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of long-term unit goals and policies of the unit and wider organisation.
- A good knowledge and understanding of planning issues affecting an inner urban municipality.

MANAGEMENT SKILLS

- Ability to plan, prioritise and organise work within a set timetable and in an environment of change and conflicting demands.
- Well-developed project management and budgeting skills.
- Demonstrated policy development and planning research skills.
- Well-developed leadership and motivational skills, especially in relation to a project management role.
- A commitment to quality customer service.
- Ability to solve problems through discussion and teamwork.
- Ability to represent Council at public meetings on matters relevant to strategic and urban planning.

INTERPERSONAL SKILLS

- Demonstrated high level of written and oral communications skills.
- Ability to consult with and gain co-operation and assistance from a range of people including other staff, residents and ratepayers, community groups, statutory and government personnel, community interest groups etc.
- Ability to discuss and resolve strategic and urban planning issues with counterparts in other organisations.
- Well-developed community liaison and public relations skills.
- Work well in a team with a commitment to supporting an integrated team approach.
- An achievement and results oriented attitude to the role.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in town planning or an associated discipline.
- Experience in strategic planning, policy development and project management.

KEY SELECTION CRITERIA

- Tertiary qualifications in town planning or an associated discipline.
- Experience in strategic planning, issues, trends, policy development and project management and the use of relevant legislation, particularly the Victoria Planning Provisions and local planning schemes.
- Ability to think innovatively to achieve good project outcomes
- Strong project management skills and the ability to deliver high quality outputs on budget and within specified timeframes.
- Excellent report writing, organisational and communication skills.