



POSITION DESCRIPTION

POSITION TITLE:		Practice Leader Strategic Planning			
POSITION NO:		100218	CLASSIFICATION:		SEO
DIVISION:		Planning and Place Making			
BRANCH:		City Strategy			
UNIT:		Strategic Planning			
REPORTS TO:		Manager City Strategy			
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

- Develop strategic and operational plans for the Strategic Planning Unit that achieve financial responsibility, quality customer service and aim for best practice.
- Lead the Strategic Planning Unit by providing project and team leadership and performance management and contribute to the overall leadership of the City Strategy Branch.
- Coordinate the ongoing review of the Yarra Planning Scheme to ensure that it provides a clear and consistent decision-making framework.
- Lead and undertake strategic research projects and policy development for implementing updates to the Yarra Planning Scheme.
- Support the development of research and spatial analysis skills and capabilities.

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 the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The City Strategy Branch forms part of the Planning and Place Making Division. The Branch comprises four units, Strategic Planning, Urban Design, Economic Development and Open Space Planning & Design. The Branch is focused on providing evidence based strategic research and policy, achieving high quality urban design and public realm and open space outcomes and promoting a strong and diverse local economy. The Practice Leader Strategic Planning position will form a key leadership role within the City Strategy Branch.

The Strategic Planning Unit lead updates to the robust planning policy framework and strategic policy direction in the Yarra Planning Scheme. A key priority for the Unit is undertaking strategic research and analysis to underpin new and revised planning policies and strategies.

ORGANISATIONAL RELATIONSHIPS

Position reports to:	Manager City Strategy
Position Supervises:	Two Coordinators, strategic planners, project teams and project consultants
Internal Relationships:	All City Strategy branch staff, Councillors, management and staff at all levels across the organisation
External Relationships:	Negotiate and maintain a responsive and professional relationship with the development industry, community organisations, consultants, Statutory Authorities, Government departments, business community, and counterparts in other municipalities.

KEY RESPONSIBILITY AREAS AND DUTIES

Management

- Coordinate the Strategic Planning Unit's work program, budget, staff performance and development, to achieve Council's policy directions.
- Implement the relevant strategies and actions of the Council Plan.
- Represent the Strategic Planning Unit on committees and working groups as required.
- Ensure effective communication is established and maintained between staff, other Units, Coordinators, Manager City Strategy and other Branches as required.
- Provide effective leadership in a team environment that encourages innovation and robust project management.

Planning Policy Research and Development

- Prepare a work plan for managing projects to update the Yarra Planning Scheme.
- Develop, monitor and maintain a research program supporting the implementation of new and revised land use planning policy.
- Prepare project briefs and manage project consultancies to achieve projects within approved budgets and project timeframes.
- Develop a thorough understanding of the Yarra Planning Scheme policies, key Council strategic documents and State Government policies.

- Provide timely advice to the Manager, Director Planning and Place Making, CEO and Council on the implications of and options to address identified land use changes and development needs.

Consultation

- Promote cross organisation awareness and collaboration in strategic research and policy development.
- Develop effective and appropriate consultation and communications strategies for research projects utilising a range of consultation techniques.
- Use Council's Engagement and Consultation Policy as a basis for consultation with the community.
- Actively support the community engagement and consultation plans for strategic research projects.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable for the following:

- Prepare and implement a strategic land use planning research program
- Manage the work program budget
- Conduct performance reviews and staff development
- Prepare project consultancy briefs and budgets to progress the workplan
- Translate concepts and broad strategies into operational processes and tasks to advance the Council program.

The position has the following extent of authority:

- Prepare, approve and sign for correspondence in accordance with Council delegations and directions of the Manager.
- Representing Council, as directed by the Manager City Strategy.
- Negotiating and representing Council in community, special interest and organisational forums.
- Liaison with State Government departments to promote Council's strategic planning outcomes.

Safety & Risk

- Role model a safety and risk management culture, and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
- Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
- Identify hazards, assess, report and investigate incidents, train staff and where practicable, resolve any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

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 underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

JUDGEMENT AND DECISION MAKING

- The position is expected to draw upon broad professional experience and expertise in strategic planning and management.
- The position is required to exercise independent judgement and adaptability in evaluating and deciding on appropriate methods, procedures and practices for achieving Branch objectives. Advice from line management is available.
- Use of delegated powers of Council shall be in accordance with established policies and rules, utilising considerable professional skill and judgement.

KEY COMPETENCIES

Specialist Skills & Knowledge

- Ability and skills to apply the principles and practices of strategic planning.
- Well-developed techniques and skills to coordinate research for future land use development planning.
- High level project management skills.
- Highly developed appreciation of the implications of statutory and strategic planning at the Local Government level.
- Thorough knowledge and understanding of the Victoria Planning Provisions and Local Planning Policy Frameworks.
- Excellent report and local planning policy writing skills.

Management Skills

- Ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in accordance with sound and responsible project management techniques.
- Highly developed leadership and motivational skills
- Commitment to quality customer service.
- Ability to deal with conflicting priorities and a range of issues simultaneously.
- Ability to prepare, negotiate and monitor project and program budgets.
- Highly developed skills in presentations, negotiation, and representation of the Unit / Branch to Council and the community.

Interpersonal Skills

- Ability to gain the co-operation and assistance of a range of people, including staff, residents, community groups, statutory and government personnel, developers and community/interest groups.
- Ability to maintain clear and consistent professional judgement and to manage conflicting developmental and other competing interests.
- Highly developed skills in report writing and the preparation of strategic planning policy and research.
- Ability to undertake and participate in community engagement and consultation processes.
- Ability to solve problems through discussion, negotiation and teamwork.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in town planning or an associated discipline.
- Substantial experience in strategic planning, preparation of statutory planning scheme amendments, and policy development and implementation.
- Substantial experience in the use of relevant legislation, and a thorough knowledge of the Victoria Planning Provisions, Planning Practice Notes and local planning schemes.
- Substantial experience in leading teams and managing projects.
- Qualifications and/or experience in other related urban design, heritage, transport, and social and economic planning disciplines.
- Eligibility for membership of the Planning Institute of Australia.
- Well-developed computer skills including Microsoft software and GIS.

KEY SELECTION CRITERIA

- Tertiary qualifications in town planning or an associated discipline, including substantial experience in strategic planning, preparation of planning scheme amendments, policy development and implementation.
- Ability and skills to identify and analyse key strategic issues and emerging trends relevant to urban development and land use planning.
- Ability to lead, supervise, delegate to, motivate, support and develop staff.
- Demonstrated experience in project management and skills and the ability to deliver high quality outputs on budget and within specified timeframes.