

Senior Strategic Planning Officer

Position Description

Directorate	Infrastructure Planning	Department	Building and Facilities Planning
Reports To	Team Leader Strategic Planning	Direct Reports	No

Position Purpose

This position will provide technical input into the development and implementation of strategic facilities planning and master plan strategies for buildings and facilities managed by Council, to ensure legislative compliance, prioritisation, and funding.

Key Responsibilities and Outcomes

As a Senior Strategic Planning Officer in the Buildings and Facilities Planning team you will:

- Procure, lead and coordinate consultancy works throughout the planning and detailed design phases for capital buildings and facilities projects including however not limited to: building condition audits, engineering studies, feasibility studies, planning assessments, business cases, cost benefit analysis, concept designs, detailed designs and cost estimates. Prepare project briefs, scopes and specifications to deliver capital building projects and ensure Council owned land and assets are managed in an integrated and effective manner.
- Work with internal and external stakeholders to develop and improve strategic plans, network plans and master plans with a holistic view of Council owned land and assets considering projected population growth and end user needs.
- Undertake detailed critical analysis of the aforementioned plans and corporate strategies to identify, establish and develop capital building and facilities projects, scopes, budgets and phasings.
- Provide input into the development of annual capital and operational building and facilities programs to achieve required strategic and business requirements.
- Contribute to the research and development of strategic initiatives throughout Council's buildings and facilities including conservation, disaster resilience, and Smart City initiatives and technologies.
- Identify and leverage external funding opportunities from both government and non-government sources to supplement capital program budgets.
- Provide timely communication of progress and maintain technical and administrative control for strategic facility planning engagements and internal stakeholder management.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.
- Build relationships with internal and external stakeholders to ensure agreed service standards and delivery outcomes are achieved.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

Budget

N/A

Delegations

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Substantial knowledge and experience in the provision of multi-disciplinary professional services;
- Comprehensive knowledge and experience providing technical input into development and implementation of strategic facilities planning and programs;
- Demonstrated ability to understand project documents, design drawings, specifications, schedules and contracts having regard for relevant construction standards and Australian Standards;
- Demonstrated investigative, analytical and research skills, including proficiency in the use of a range of software applications used to record, manipulate and present data;
- Proven ability to produce effective project reports and submissions;
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines;
- Actively contribute to fostering a healthy, inclusive and well-connected workplace; and
- Strong relationship management skills with the ability to work in a positive team environment communicating and engaging with stakeholders proactively at all levels.

Qualifications

- Degree in Architecture, Building Consultancy, Planning, Project Management or other relevant field with extensive work experience
- Current C class driver's licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.