



POSITION TITLE	Strategic Planner
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2018 to 2021 Band 7
DIRECTORATE	Planning and Infrastructure
BUSINESS UNIT	Planning and Building
REPORTS TO	Team Leader Strategic Planning
SUPERVISES	Nil
EMPLOYMENT STATUS	Full-time, permanent
DATE	September 2021
EMPLOYEE NAME	Vacant

ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

This position will assist the Team Leader Strategic Planning in ensuring the City is planned in a manner that maintains the lifestyle enjoyed by residents, providing for an approach that promotes growth, sustainable development and quality land use outcomes.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

Preparation of Strategies and Policy

- Assist, participate and advise in the preparation of land use strategy plans, structure plans and development plans for the future development and growth of the City in a manner that supports the objectives of the Council Plan and Municipal Strategic Statement (MSS);

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

- As directed by the Team Leader Strategic Planning, assist in the preparation of policies and guidelines that implement land use strategy requirements and the Wodonga Planning Scheme;
- Prepare and present amendment(s) to the Wodonga Planning Scheme for consideration by Council;
- Maintain a working knowledge of relevant legislative changes, state planning policies, procedures;
- Demonstrated ability to clearly articulate Council policy and to explain strategic directions in public forums and meetings;
- Maintain strong and effective working relationships with key stakeholders including land owners, key developer groups, internal Council units and major government agencies to ensure effective project delivery, coordination and support across Council and government;
- Prepare Council reports, submissions, panel reports and provide regular project performance reports, etc., as required;
- In conjunction with the Team Leader Strategic Planning prepare consultancy brief;
- Manage consultant and related processes;
- Adherence to all Council's policies and procedures as relevant to this position; and
- Convene and participate in workshops with internal and external stakeholders in relation to strategic planning projects.

Education and Communication

- Maintain strong and effective line of communication with all relevant Council Units on strategic planning initiatives, ensuring there is the opportunity for input and a clear awareness of the implications of strategic projects;
- Maintain an awareness of current planning applications being processed to ensure relevant strategic planning initiatives are implemented;
- Inform all relevant Council units the status of planning scheme amendments, and their implications; and
- Assist the general community with enquires in regard to strategic planning projects, planning scheme amendments and development plans.

Accountability and Extent of Authority

This position is accountable for:

- The accuracy of advice provided;
- Following up on strategic planning matters;
- The position is required to work with limited supervision. Advice to be sought when required; and
- The authority of the position is in accordance with the City of Wodonga Instrument of Delegation to Council Members of Staff.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say
	Create transparency – Do not withhold information unnecessarily or inappropriately
	Right wrongs
	Practice accountability – Take responsibility for results without excuses

Extend trust – Show a willingness to trust others, even when it involves a measure of risk

Respect Treat other people with courtesy, politeness and kindness, no matter what their position or opinion

Listen first – Seek to understand others before trying to diagnose, influence or prescribe

Integrity Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values

Keep confidences

Do what you say you will do to the best of your ability

Be open about mistakes

Speak of those that are absent only in a positive way

Learning Work together and learn from each other

Continuously improve and innovate

Be open to change

There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Ability to use judgement to make decisions on the best method, technology, process or equipment from a range of available alternatives to meet the objectives of the task and resolve problems that may not have been faced previously using procedures, guidelines, professional and technical knowledge, requiring creativity and originality.
- Ability to negotiate and resolve conflict with regard to the day to day roles and responsibilities of the position;
- Ability to use judgment to make decisions on complex strategic planning matters.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated knowledge of town planning principles and practice together with sound knowledge of the political processes of Local Government.
- The ability to identify, understand and reconcile the often conflicting needs of developers and the general public in the context of Council's overall goals.

- The ability to adapt to new concepts, ideas and policies in planning theory and practice.
- An understanding of the position within its organisational context.
- Demonstrated mediation and conflict resolution skills.
- The ability to make presentations to public hearings on town planning issues.
- The ability to promote Council's image in a proactive and positive manner.
- Experienced in the use of IT systems and processes to foster business unit and workplace objectives.
- Understanding of the importance of good record keeping and the ability to effectively use Council's document management system.

MANAGEMENT SKILLS

- Experience in project managing consultants and contractors for planning strategy & policy development and environmental assessment projects
- Ability to manage own time, set priorities and plan and organise one's own work to achieve objectives and goals, taking into account organisation and external constraints and opportunities, in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Ability to mentor and support junior staff in the processing of planning matters; and
- Assist community members and stakeholders with enquiries in accordance with the Wodonga Planning Scheme and Council policies.

INTERPERSONAL SKILLS

- Advanced verbal communication skills to communicate with customers, community members and other employees and enable the resolution of specialist problems.
- Advanced written communication skills to communicate with customers, community members and other employees, and enable the writing of specialist and advanced reports in field of expertise and the preparation of external correspondence.
- Ability to gain cooperation and assistance from customers, community members and other employees in the administration of broadly defined activities.
- Ability to identify and interpret regulatory requirements and development options to customers, community members and other employees;
- Ability to liaise with counterparts outside the work unit, in other local and State government organisations, the private sector to discuss and resolve complex planning matters;
- Ability to work as an effective team member, providing the input to team discussions and the review of process improvements.
- Ability to attend to work requests in a cooperative and conciliatory manner;
- Ability to communicate effectively to gain the cooperation and assistance from clients, members of the public and other employees;
- Ability to make presentations to public events and panel hearings as required; and
- Ability to provide advice to the Team Leader Strategic Planning on policy generally including the identification and analysis of a range of options for presentation to Council/ Corporate Management.

INFORMATION TECHNOLOGY SKILLS

Be computer literate and have the ability to quickly learn and adopt software programs used by the organization relevant to the position.

CUSTOMER SERVICE SKILLS

Meet customer service expectations to:

- Be honest, ethical and professional.
- Be helpful and courteous.
- Listen with respect and understand the customer's issues.
- Meet commitments made.
- Keep the customer informed.
- Ensure that the customer understands what is being said.
- Apologise if a mistake is made and attempt to make it right.
- Assist customers with physical, sensory or intellectual disabilities, to achieve equitable access to council services.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Minimum five (5) years of experience in strategic and/or statutory planning, or related fields, preferably at a local government level;
- An appropriate tertiary qualification in town planning or in relevant areas at degree level or equivalent;
- Extensive experience in liaison with, and providing advice to Council and external bodies including landholders, community groups, development industry, and representatives of Government agencies relating to planning and development matters;
- A thorough knowledge, understanding and experience with Victorian planning and development processes;
- Experience in project management and/or management of consultancy projects essential; and
- Experience in preparing documents for and addressing at planning panels advantageous.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Tertiary qualifications in town planning or in relevant areas.
2. A thorough knowledge, understanding and experience with Victorian planning and development processes;
3. Extensive demonstrated experience in strategic and/or statutory planning or in related fields. Experience within a Victorian local government setting advantageous.
4. Demonstrated experience of working in a multi-disciplinary team and handling diverse and complex strategic planning and/or consultancy projects.
5. Demonstrated interpersonal and communication skills advocating to internal and external stakeholders.
6. Demonstrated experience in presenting to stakeholders or groups of individuals. Experience preparing for and presenting at Planning Panel advantageous.
7. Demonstrated ability to manage time, set priorities and organise work, both independently and as part of a team, to achieve set objectives despite pressures.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.	MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.		

Customer Service and Communication	
Demonstrates commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> • Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow

Build and Enhance Relationships	
Works co-operatively and effectively with others.	<ul style="list-style-type: none"> • Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> • Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude

Future Focus

<p>Looks for improvements and is adaptable to change.</p>	<ul style="list-style-type: none"> • Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required
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People Development

<p>Welcomes opportunities for learning and self-development.</p>	<ul style="list-style-type: none"> • Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements
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Manage Health and Wellbeing

<p>Takes responsibility for self-care and managing work-life balance.</p>	<ul style="list-style-type: none"> • Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care
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Safety and Risk Management

<p>Takes responsibility for personal actions and reports safety and compliance concerns.</p>	<ul style="list-style-type: none"> • Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures
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ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Administration	Desk based tasks	<ul style="list-style-type: none"> Liaison with staff of all levels Liaison with external agencies and the general public Phone use Computer use Report writing Utilisation of council software Policy review 	Sitting				X
			Standing		X		
			Walking		X		
			Lifting < 10kgs	X			
			Carrying		X		
			Pushing	X			
			Pulling	X			
			Climbing	X			
			Bending		X		
			Twisting		X		
			Squatting	X			
			Kneeling	X			
			Reaching			X	
			Fine motor				X
			Neck postures				X
			Accepting instructions			X	
			Providing instructions		X		
			Sustained concentration				X
			Major decision making		X		
			Complex problem solving		X		
Supervision of others	X						
Interaction with others				X			
Exposure to confrontation		X					
Respond to change				X			
Prioritisation				X			