



# position description

POSITION TITLE	Senior Strategic Planner
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 7
DIRECTORATE	Infrastructure & Growth
BUSINESS UNIT	Statutory Services
REPORTS TO	Team Leader Strategic Planning
SUPERVISES	Nil
EMPLOYMENT STATUS	Full - Time
DATE	
EMPLOYEE NAME	

## 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

Provide project management and technical expertise to support the delivery of key planning projects (such as land rezoning, growth area planning and Developer Contribution Plans). You will also play a role in preparing and implement strategic land use and development studies, strategies and policies, preparing and processing planning scheme amendments and will conduct a range of stakeholder engagement activities.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

### Key accountabilities and extent of authority

- Leads complex strategic planning projects including growth area planning, land rezoning, structure planning and planning scheme amendments to enable orderly, sustainable urban development aligned with Council's strategic direction.

*our values  
our mission*

TRUST - RESPECT - INTEGRITY - LEARNING  
WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

- Provides high-level strategic land use planning advice to Council, Councillors, Executive and internal business units to inform decision-making on major development proposals, subdivision design and infrastructure coordination.
- Develops, reviews and implements strategic planning strategies, policies and guidelines (including housing, heritage, open space and growth strategies) to guide land use outcomes and support long-term city planning objectives.
- Coordinates and delivers Development Contribution Plans and Planning Agreements to ensure appropriate infrastructure funding, equitable developer contributions and alignment with growth area planning priorities.
- Manages external consultants and project resources by preparing briefs, overseeing performance, managing budgets and reporting progress to ensure quality, timely and compliant project delivery.
- Builds and maintains effective working relationships with landowners, developers, government agencies and internal Council teams to support collaboration, resolve issues and achieve integrated planning outcomes.
- Prepares and presents complex reports and submissions including Council reports, Planning Panel reports, funding submissions and briefings to support statutory processes, governance requirements and strategic decisions.
- Facilitates stakeholder and community engagement processes by convening workshops, leading consultation activities and responding to enquiries to ensure transparent engagement and informed participation in strategic planning project.

#### 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	<p>Talk straight – Say what you mean and mean what you say</p> <p>Create transparency – Do not withhold information unnecessarily or inappropriately</p> <p>Right wrongs</p> <p>Practice accountability – Take responsibility for results without excuses</p> <p>Extend trust – Show a willingness to trust others, even when it involves a measure of risk</p>
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Respect	<p>Treat other people with courtesy, politeness and kindness, no matter what their position or opinion</p> <p>Listen first – Seek to understand others before trying to diagnose, influence or prescribe</p>
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Integrity	<p>Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values</p> <p>Keep confidences</p> <p>Do what you say you will do to the best of your ability</p> <p>Be open about mistakes</p>
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Speak of those that are absent only in a positive way

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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
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#### CAPABILITIES AND BEHAVIOURS

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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

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- Exercises sound professional judgement to prioritise work, manage competing demands and progress complex projects with minimal supervision.
- Makes informed decisions within delegated authority while recognising when to escalate matters requiring broader organisational input.
- Applies initiative and problem-solving skills to develop evidence-based and innovative planning solutions informed by precedent and policy.
- Represents Council professionally in consultations, submissions, funding applications and external forums requiring independent judgement.

#### SPECIALIST KNOWLEDGE AND SKILLS

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- Applies advanced knowledge of strategic and statutory planning frameworks including Victorian planning legislation, planning schemes and development processes.
- Delivers complex strategic planning projects using strong project management, research, analytical and policy development skills.
- Communicates complex planning concepts effectively through high-quality written reports, presentations and stakeholder advocacy.
- Builds collaborative working relationships across multidisciplinary teams and external stakeholders to achieve integrated planning outcomes.

#### MANAGEMENT SKILLS

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- Plans and manages own workload effectively to meet deadlines, balance competing priorities and deliver agreed outcomes.

- Works independently with minimal supervision while seeking guidance when required to manage risk and complexity.
- Demonstrates accountability and ethical behaviour by complying with governance, risk, fraud and safety obligations.
- Adapts to changing priorities and environments while maintaining focus on strategic outcomes and service delivery

#### INTERPERSONAL SKILLS

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- Builds constructive and professional relationships with colleagues, stakeholders and community members to support collaboration and effective delivery of strategic planning outcomes.
- Communicates clearly, confidently and respectfully across written, verbal and presentation formats to explain complex planning matters and influence informed decision-making.
- Listens actively and responds thoughtfully to diverse views, community concerns and stakeholder interests to resolve issues and support balanced outcomes.
- Manages conflict and sensitive issues professionally by applying negotiation, facilitation and problem-solving skills in complex or high-pressure environments.
- Maintains confidentiality and professional integrity when handling sensitive information, commercial matters and policy-related discussions.

#### INFORMATION TECHNOLOGY SKILLS

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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

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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

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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

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- Substantial experience in strategic or statutory planning, urban design, environmental management or related fields;
- An understanding of statutory and strategic planning legislation, practices and techniques relating to land use planning. Previous experience in the preparation and processing of Planning Scheme Amendments and knowledge of ATS system is desirable.
- Project management skills, desirably with a focus on delivering urban growth planning outcomes;
- Previous Local Government experience is desirable

## LICENCES AND MANDATORY REQUIREMENTS

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- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)
- Tertiary qualification in relevant field.

## EQUAL OPPORTUNITY EMPLOYER

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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

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

## COGNITIVE JOB DEMANDS

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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

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1. Relevant tertiary qualifications in planning, environmental management, or related fields.
2. Proven experience in strategic and/or statutory planning or similar disciplines. Experience with Victorian local government and knowledge of Victorian planning and development processes is highly desirable.
3. Strong interpersonal skills with a demonstrated ability to collaborate effectively within multidisciplinary teams.
4. Applied project management skills relevant to complex strategic planning projects including consultant management.
5. Proficient written and verbal communication abilities, with a track record of effective stakeholder

advocacy and experience in delivering presentations.

Staff member signature



# People and performance framework

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

## Customer Service and Communication

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

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

<p>Organises and prioritises own work to meet work commitments.</p>	<ul style="list-style-type: none"> <li>Demonstrates effective use of time and resources to meet expectations and achieve outcomes</li> <li>Understands what is required of the role and how this contributes to team priorities</li> <li>Keeps appropriate people informed on progress of tasks and projects</li> <li>Seeks information when required, demonstrates initiative</li> <li>Undertakes to complete all tasks with a positive, can-do attitude</li> </ul>
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Future Focus	
Looks for improvements and is adaptable to change.	<ul style="list-style-type: none"> <li>• Understands council vision and purpose and how their role fits in</li> <li>• Is willing to adapt to changing processes, systems, technology and environments</li> <li>• Looks for improvements and better ways of doing things</li> <li>• Seeks support and clarification when required</li> </ul>
People Development	
Welcomes opportunities for learning and self-development.	<ul style="list-style-type: none"> <li>• Displays council values</li> <li>• Reflects upon own performance</li> <li>• Seeks and acts upon feedback</li> <li>• Sets goals for personal and professional development</li> <li>• Finds ways to learn and improve in the completion of day-to-day tasks</li> <li>• Takes responsibility for own work and meeting job requirements</li> </ul>
Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	<ul style="list-style-type: none"> <li>• Demonstrates effective time management and prioritising of tasks</li> <li>• Is aware of, controls and expresses their own emotions appropriately</li> <li>• Recognises when support is needed</li> <li>• Accepts responsibility for their own actions and outcomes</li> <li>• Is aware of the importance of self-care</li> </ul>
Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	<ul style="list-style-type: none"> <li>• Remains vigilant in ensuring a safe working environment for self and others</li> <li>• Is aware of risk and takes action to prevent problems</li> <li>• Reports hazards, incidents (including near misses) and compliance concerns in a timely way</li> <li>• Understands the importance of honesty and transparency</li> <li>• Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets</li> <li>• Complies with policies and procedures</li> </ul>

## ATTACHMENT 2

## 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.

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

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Gardens Assistant	To assist in the delivery of services to the specified standard for the programmed work allocated to the gardens team.	<ul style="list-style-type: none"> <li>Capacity for sustained sitting</li> <li>Capacity for sustained standing</li> <li>Capacity to stand and walk constantly on even, uneven, sloped ground</li> <li>Capacity to climb steps/stairs occasionally</li> <li>Ability to reach between ground height and head height repetitively</li> <li>Capacity to lift up to 20kg to waist height occasionally</li> <li>Capacity to lift and carry up to 10kg repetitively</li> <li>Capacity to push and pull regularly (lawn mower, wheelbarrow)</li> <li>Capacity to kneel on one or both knees for up to 30 minutes</li> <li>Capacity to squat repetitively</li> <li>Adequate grip strength and dexterity</li> <li>Strong communication skills with the ability to work in a team and show initiative</li> <li>Strong time management and organisational skills</li> <li>Liaison with team members and supervisor with the ability to take direction and follow instruction</li> </ul>	Sitting				X
			Standing		X		
			Walking		X		
			Lifting up to 20kgs	X			
			Carrying up to 10kgs		X		
			Push/Pull	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