



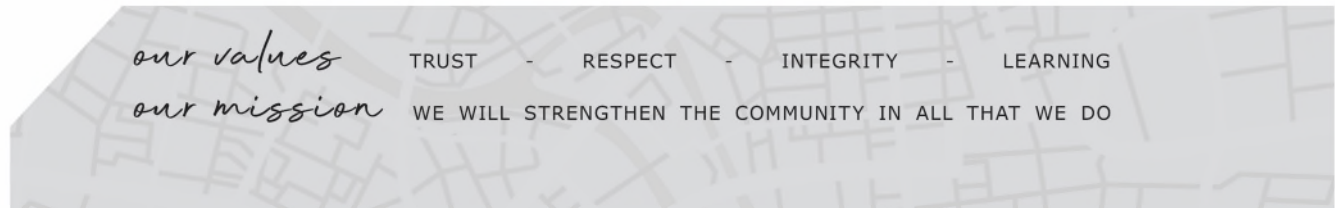
POSITION TITLE	Team Leader Strategic Planning
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 8
DIRECTORATE	Infrastructure and Growth
BUSINESS UNIT	Strategic Planning
REPORTS TO	Manager Statutory Services
SUPERVISES	Natural Resources Planner Senior Strategic Planner (x2) Sustainability Projects Officer
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

Leads the delivery of strategic planning projects that shape Wodonga’s sustainable growth, including structure planning, rezoning, environmental policy, and infrastructure coordination. Provides technical and project management expertise to ensure high-quality planning outcomes that balance development needs with community and environmental values, with a particular focus on the Leneva-Baranduda Growth Area and future urban precincts.



ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- Leads the Strategic Planning Unit to deliver high-quality strategic planning, growth management, sustainability and policy projects that align with Council's strategic direction and legislative responsibilities.
- Manages staff performance and professional development, setting clear objectives, providing feedback and fostering a collaborative, high-performing team culture that supports Council's values and People and Performance Framework.
- Prepares, reviews and implements strategic plans, policies and Planning Scheme Amendments to guide sustainable growth, ensure orderly land use, and maintain compliance with the Planning and Environment Act 1987 and relevant State and local frameworks.
- Provides high-level project management and technical advice across complex planning projects, including structure planning, growth area infrastructure coordination, and environmental policy initiatives, ensuring integration across internal departments and external agencies.
- Develops and maintains strong partnerships with key stakeholders including landowners, developers, consultants, government agencies and internal units to ensure collaborative project delivery and alignment of objectives.
- Oversees the preparation of reports, submissions and presentations to Council, government agencies and community forums, ensuring advice and documentation are accurate, evidence-based and aligned with Council's strategic priorities.
- Manages allocated budgets, contracts and external consultants, monitoring expenditure, deliverables and performance to ensure projects are delivered on time, within budget and to the required quality standards.
- Promotes and facilitates engagement and consultation processes, including public workshops, inter-agency meetings and precinct planning discussions, to support transparency, community understanding and informed decision-making.

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
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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

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

JUDGEMENT AND DECISION-MAKING SKILLS

- Applies professional judgement to resolve complex planning and policy issues in alignment with legislation and Council strategy.
- Makes informed decisions within delegation, using research and analysis to develop creative, practical solutions.
- Exercises discretion in managing stakeholder expectations and preparing submissions or representations.
- Seeks guidance from the Manager Statutory Services where decisions extend beyond delegation.

SPECIALIST KNOWLEDGE AND SKILLS

- Applies expert knowledge of strategic and statutory planning principles, urban growth frameworks, and infrastructure coordination within a local government context.
- Interprets and applies planning legislation, policy frameworks and best-practice approaches to guide strategic direction and ensure compliance with the Planning and Environment Act 1987.
- Analyses and integrates complex data, research and policy information to inform evidence-based recommendations and long-term planning strategies.
- Communicates complex technical information clearly and persuasively in reports, briefings and public forums to influence decision-making at all levels.
- Balances competing priorities and stakeholder interests to deliver sustainable, practical and community-focused planning outcomes.
- Champions innovation and continuous improvement by identifying emerging trends, technologies and environmental considerations relevant to strategic planning.

MANAGEMENT SKILLS

- Leads and motivates a multidisciplinary team to achieve strategic, operational and project objectives, fostering a culture of accountability, collaboration and continuous improvement.
- Plans and prioritises workloads and resources effectively to balance long-term strategic projects with emerging priorities and deadlines.
- Oversees and evaluates consultant and contractor performance to ensure deliverables, budgets and quality standards are met.
- Implements sound risk management, governance and reporting practices, ensuring compliance with organisational policies and legislative obligations.
- Supports and develops staff through coaching, feedback and professional development opportunities aligned with Council's People and Performance Framework.
- Promotes a safe, healthy and inclusive workplace by modelling ethical behaviour, monitoring wellbeing, and ensuring adherence to OHS and integrity standards.

INTERPERSONAL SKILLS

- Builds productive, respectful relationships across Council and with external stakeholders.
- Communicates clearly, negotiates effectively, and manages conflict constructively.
- Leads collaborative discussions to gain consensus on complex or sensitive issues.
- Influences positive outcomes through professional credibility and sound judgement.

INFORMATION TECHNOLOGY SKILLS

Be computer literate, with knowledge and experience with the Microsoft Office suite, and have the ability to quickly learn and adopt other software programs used by the organisation.

CUSTOMER SERVICE SKILLS

- Delivers professional, respectful and solution-focused service.
- Listens actively and communicates with empathy and clarity.
- Follows through on commitments and resolves issues promptly.
- Supports equitable access and inclusion in all community interactions.

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

- An appropriate tertiary qualification or extensive experience in strategic or statutory planning, project or infrastructure management.
- An understanding of planning legislation, practices and techniques relating to planning scheme amendments, place-making, environment and precinct structure planning.
- Project management skills, desirably with a focus on delivering urban growth planning outcomes; and
- Previous Local Government experience.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied prior to commencement)

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 Team Leader 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.
- Setting clear performance expectations of staff and contractors.
- Working in a professional capacity within a political environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Relevant tertiary qualification, or an equivalent combination of experience, education and training.
2. Demonstrated experience guiding and implementing strategic planning outcomes within a similar sized organisation.
3. Demonstrated analytical and problem-solving skills with a proven ability to use initiative, investigate issues, collect and analyse data and make recommendations on solutions.
4. Demonstrated ability to provide staff leadership and be an effective member of a wider team.

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

Understands customer needs and ensures consistency and quality of service to meet customer expectations.	• Understands and actively promotes the services and programs offered by Wodonga Council • Collaborates with internal stakeholders to support the delivery of quality service • Adapts communication style and message according to the audience • Applies creative thinking to deliver services that meet customer expectations • Prepares written material that is well-structured and easy to follow
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Build and Enhance Relationships

Supports and encourages teamwork, collaboration and positive relationships between staff and with customers.	• Understands the roles of different stakeholders • Communicates, influences and negotiates positive outcomes, including across teams and directorates • Confidently and respectfully engages in challenging conversations • Understands and accepts the value of different views, ideas and ways of working • Recognises and rewards the contributions and achievements of others • Consults and shares information and ensures others are kept informed of issues
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Plan, Organise, Deliver

Organises and co-ordinates resources to ensure team priorities and outcomes are met.	• Demonstrates commitment to quality and drive to achieve results • Sets clear and achievable objectives, timelines and priorities for team members • Seeks feedback from team, evaluate and recognise risks and opportunities • Is action-orientated and demonstrates commitment to following through • Demonstrates agility and adaptability as circumstances change
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Future Focus	
Demonstrates adaptability to change and a strong commitment towards continuous improvement.	• Looks to identify best practice solutions • Contributes to planning and implementation of new approaches and processes • Encourages improvement of workflow, systems and processes • Embraces changes and encourages and supports team members to accept and adapt to change • Demonstrates ability to manage conflicting demands
People Development	
Demonstrates commitment to the growth and development of self and others.	• Sets clear goals and performance expectations to support council plans • Holds self and other team members accountable to goals • Identifies opportunities that challenge and encourage development of team members • Provides effective coaching and feedback to achieve continuous learning • Addresses performance concerns promptly • Prioritises working together as a team and encourages active participation of all team members
Manage Health and Wellbeing	
Promotes the health and wellbeing of self and the team.	• Is aware of the impact of own behaviour on others and is responsive in adjusting behaviour • Demonstrates empathy and notices, interprets, and anticipates team members' concerns and feelings • Encourages team members to consider and address health and wellbeing issues proactively • Demonstrates confidence and belief in own capabilities • Remains calm in the face of pressure and challenge • Seeks support and opportunities to debrief when required
Safety and Risk Management	
Monitors compliance with integrity and safety systems.	• Leads the assessment of hazards and risk, and oversees the implementation of appropriate risk mitigations • Ensure safety requirements are being met and appropriately escalates identified hazards and risk • Oversees the reporting of, and assists with, the response to safety and integrity issues and incidents • Conducts on-the-job training and has regular and timely conversations with the team around safety and integrity obligations and actions • Knows the skills, roles and tasks of team and anticipates the limitations of team members • Partners with experts in health and safety and risk management

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
Administration	Desk based tasks	- 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