



POSITION TITLE	Senior Strategic Planner
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2021 to 2023 Band 7
DIRECTORATE	Infrastructure & Growth
BUSINESS UNIT	Statutory Services
REPORTS TO	Team Leader Strategic Planning
SUPERVISES	Nil
EMPLOYMENT STATUS	Permanent 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

This position is accountable for:

- The accuracy of advice provided.

*our values*

TRUST - RESPECT - INTEGRITY - LEARNING

*our mission*

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

- The operation of the Strategic Planning Unit, including forward planning, policy development, utilisation of resources, budget compliance and reporting, contract administration and staff development.

The authority of the position is in accordance with the City of Wodonga Instrument of Delegation to Council Members of Staff.

### **Specialist management responsibilities**

#### Preparation of strategies and policy

- Provide assistance and advice on development plans, planning scheme amendments, growth area planning and infrastructure coordination issues.
- Assist with the development and review of the Leneva & Baranduda Precinct Structure Plan and other policies, standards and guidelines relating to the growth area. This includes providing project management and technical expertise to deliver key projects as required.
- Provide project management and technical expertise to deliver strategic planning strategies and their outcomes, including housing, heritage and open space strategies.
- Support the preparation of Council's Development Contribution Plans and Planning Agreements.
- Support processes with council units particularly Statutory Planning around subdivision planning permits and Development Plans.
- 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.
- Prepare funding applications, consultancy briefs and manage consultants and related processes.
- Share knowledge and participate in other council and interagency projects relating to growth area planning.
- Adherence to all Council's policies and procedures as relevant to this position.
- Occasionally appear on behalf of Statutory Services at Council, Committee meetings, Councillor briefings, at Executive Leadership Team meetings and other forums as required.

#### Facilitation

- Convene workshops as directed to facilitate the implementation of precinct plans prepared for key locations or in relation to Structure Plans or specific strategic planning projects.
- Pursue funding opportunities and prepare submissions for the funding of identified projects.
- Facilitate community engagement and consultation on strategic land use planning and responding to customer requests.

#### Education and communication

- Maintain an active line of communication with all Council Units strategic planning matters, ensuring there is the opportunity for input and a clear awareness of the implications of specific projects and policy directives.
- Maintain an awareness of current subdivision applications being processed and ensuring the Statutory Planning Unit are aware of the strategic planning implications of these.
- Assist prospective developers and the general community with enquiries in regard to strategic projects, policies and strategies.
- In conjunction with the Manager Planning and Building and Director Infrastructure, Sustainability and Environment, communicate effectively with the Chief Executive Officer and Councillors as required on matters of policy and strategic direction.

## COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

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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

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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

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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

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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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- Be organised and prioritise daily and weekly activities.
- Determine appropriate action, perform tasks according to established practices and procedures and escalate issues appropriately.
- Required to make decisions in relation to the area of expertise and to seek guidance and advice of the

Team Leader Strategic Planning in other matters.

- Report regularly on the status of projects with minimal supervision undertake all reasonable actions necessary to facilitate the progress of specific projects, Planning Scheme amendments, guidelines, standards and policies, consistent with established guidelines and levels of delegation;
- Judgement and decision making is also exercised in preparing submissions (including funding submissions), undertaking public consultation or representing Council at a range of forums/presentations etc;
- Use initiative and problem solving skills to develop creative solutions;
- Guidance and advice is usually available

## SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated knowledge of strategic and town planning principles together with an understanding of the political processes of Local Government.
- Proven 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 identify and incorporate new concepts and ideas especially in respect of large scale residential development.
- An understanding of the position within its organisational context.
- Highly developed oral and written communication skills and experience in presentations to public hearings on town planning issues.
- Knowledge and experience in the implementation of Best Practice and quality principles.
- The ability to formulate, prepare and negotiate the strategic direction of Council.
- Demonstrated ability to clearly articulate Council policy and to explain strategic directions in public forums and meetings
- Highly developed research, analytical and project management skills.
- Demonstrated ability to manage effectively with a high degree of flexibility within a changing workplace environment.
- Excellent conflict resolution skills.
- The ability to promote Council's image in a proactive and positive manner.

## MANAGEMENT SKILLS

- Good time management and the ability to prioritise tasks.
- Meet deadlines, as discussed with the supervisor.
- Receive and follow directions from a supervisor and seek workload management support when required.
- Be honest and transparent in all dealings, and report suspected fraud or corruption.
- Understand risk and consider it when performing work
- Take care of own safety and wellbeing and that of other staff, and follow OHS procedures.
- Report hazards, risks and behaviours that may not comply with organisational or legislative requirements.
- Manage own time effectively, and work to deadlines.
- Maintain personal hygiene and meet dress standards set for the position, including to wear any uniform and use any personal protective equipment prescribed for the position and particular work duties.
- Strong capacity to plan, organise, manage own time and prioritise a wide range of tasks concurrently with a commitment to task accuracy and completion of targets;
- Ability to work with minimal supervision;

- Ability to adapt to changing priorities;
- Demonstrated ability to develop networks;
- Negotiation and problem solving skills;
- Demonstrated ability to work towards achieving specified project outcomes;
- Experience in sourcing, engaging and overseeing consultants.

#### INTERPERSONAL SKILLS

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- Work cooperatively as part of a team.
- Maintain confidentiality as required.
- Document work according to established practices.
- Communicate effectively with other employees and external stakeholders.
- Gain cooperation and assistance from others (including other employees).
- Considerable verbal communication skills to communicate with clients, members of the public, and other employees and enable the resolution of specialist problems.
- Considerable written communication skills to communicate with clients, members of the public, 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 clients, the public and other employees in the administration of broadly defined activities, and employees in the supervision of these employees.
- Ability to persuade, convince and negotiate with clients, public, employees, tribunals, and persons in the pursuit and achievement of specific and set objectives.
- Ability to lead, motivate, and develop employees.

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

#### 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)

#### 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. Tertiary qualifications in town planning or in relevant areas.
2. A thorough knowledge, understanding and experience with the following; Victorian planning and development processes, and preparing and presenting at Planning Panel (advantageous)
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 communication skills advocating to internal and external stakeholders, including experience presenting to stakeholder or groups of individuals.

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Staff member signature

# People and performance framework

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

Build and Enhance Relationships	
Works co-operatively and effectively with others.	<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>

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments.	<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>



Future Focus	
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<p>Looks for improvements and is adaptable to change.</p>	<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>
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People Development	
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<p>Welcomes opportunities for learning and self-development.</p>	<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>
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Manage Health and Wellbeing	
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<p>Takes responsibility for self-care and managing work-life balance.</p>	<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>
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Safety and Risk Management	
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<p>Takes responsibility for personal actions and reports safety and compliance concerns.</p>	<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>
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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"> <li>Liaison with staff of all levels</li> <li>Liaison with external agencies and the general public</li> <li>Phone use</li> <li>Computer use</li> <li>Report writing</li> <li>Utilisation of council software</li> <li>Policy review</li> </ul>	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			