

POSITION DESCRIPTION

POSITION TITLE	Principal Strategic Planner
DIRECTORATE - SECTION	Development Services – Strategic Planning
LEVEL - EBA	9 - Salaried
RESPONSIBLE TO	Manager Strategic Planning

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

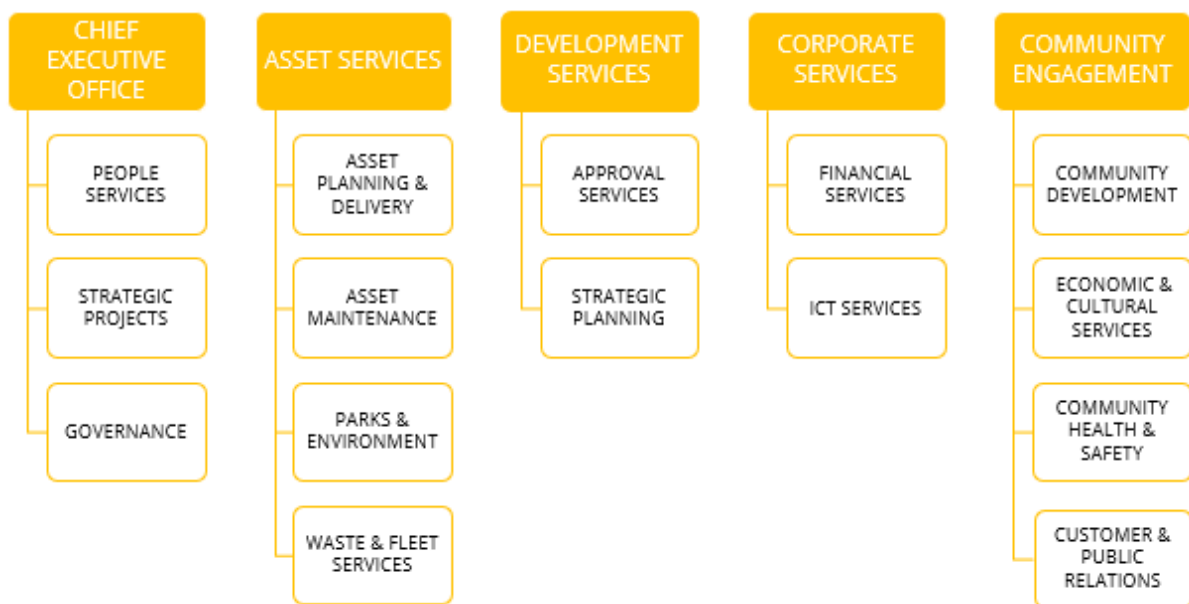
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

- To implement the objectives of Council's Strategic Plan through the framework of land use planning and via Special Projects of strategic value to the City.
- To support the Manager Strategic Planning with exercising discretion in decision-making extending to initiation and coordination of strategic land development and land use policy projects.
- To coordinate in-house or external consultancy sources and specialist technical skills and expertise in social and economic development and environmental management.

KEY RESULT AREAS

STRATEGIC PLANNING KNOWLEDGE

- Thorough understanding of land use planning and environmental legislation/policy in Western Australia.
- Extensive knowledge across a broad range of scientific and professional disciplines applicable to the land use planning and environmental and project management functions of local government.
- Professional understanding of the principles and practices applicable to strategic/statutory planning and sustainable development projects and policies.
- Comprehensive knowledge of the issues relevant to land use planning and development on the Swan Coastal Plain and Darling Ranges.
- Sound knowledge of the legislation, policies and practices applying to local government contract and financial management and in provision of human resources, equal opportunity and occupational safety and health.
- Practical understanding of the application of project management principles and practices.
- Capability to analyse complex issues in economic, social and environmental sciences and formulate effective responses in land use policy and development projects.
- Competence in balancing objectives for economic, social and environmentally sustainable development and negotiating desirable outcomes for the City.
- Capacity to make ethical decisions under limited direction.
- Ability to prepare budgets and manage human and other resources applied to planning policies, projects and consultancy contracts.
- Effective written and oral communication skills based on detailed understandings of the relationships between government and industry in investment, planning and development.
- Proficiency using common information technology business and local government software packages.

PROJECT EXPERIENCE

- Extensive experience in supervising strategic planning and development projects in government or private practice.
- Significant experience in supervising multi-disciplinary project teams including professional in-house and consultancy staff.
- Practical experience in administering and supervising Development Contribution Arrangements.

STRATEGIC PLANNING AND SUSTAINABLE DEVELOPMENT

- Prepare and coordinate the implementation of strategic plans and special projects under limited direction of the Manager Strategic Planning by:
 - collecting and analysing planning data;
 - synthesising strategic objectives;
 - checking scientific analysis;
 - preparing reports; and
 - coordinating the drafting of in-house strategic structure and development plans or by other agencies, and assist Approval Services with the assessment of developer and landowners driven structure and development plans.
- Formulate new strategic regional and local planning policy directions and initiatives.
- Ensure suitable Structure Planning Management and Coordination is undertaken for investigation and development areas.
- Assist the City's Asset Services with Coordination and supervision of the implementation of urban design initiatives for the City's major centres and priority development precincts.
- Prepare consultancy briefs and coordinate the work programme and payment schedules of consultants engaged by the City on strategic planning and environmental studies.
- Initiate and coordinate complex planning projects and studies within Council's budget and work programmes and under limited direction of the Manager Strategic Planning.
- Coordinate project teams including planning officers and external consultants engaged in strategic and statutory planning studies and projects on behalf of the City, under limited direction of the Manager Strategic Planning.
- Supervise staff in the preparation and administration of Developer Contribution Schemes, under limited direction of the Manager Strategic Planning.
- Represent the City at a senior professional level at meetings of the Western Australian Planning Commission, the Environmental Protection Authority, State Administrative Tribunal and similar peak decision-making bodies.
- Prepare submissions on new Policies and Position Papers to contribute to public policy in areas of strategic land use planning and sustainable development to represent the strategic planning priorities of the City.
- Formulate planning provisions for Legal Agreements related to strategic planning proposals and supervise Council's solicitors in preparing legal documentation.
- Coordinate funding contributions from joint project participants involved in planning partnerships benefitting the City.

COORDINATION AND ADMINISTRATION OF STRATEGIC PLANNING TEAM

- Assist the City's Approval Services with formulating statutory planning instruments and planning policies to implement the City's strategic objectives through the land development industry including by amendments to the Metropolitan Region Scheme and Local Planning Scheme No. 3.
- Negotiate and liaise at a senior level with developers, land users and government departments on land use planning matters affecting the City of Kalamunda.
- Maintain an effective public relations profile for the City by interacting and informing the public on strategic planning matters including preparing newsletters, press releases, plans and documents for public distribution, display or reference and participating in community workshops and meetings.

- Undertake reasonable “as required” tasks, within the purview of strategic planning functions, as instructed by the Manager Strategic Planning.
- Undertake temporary performance of higher duties at the request of the Manager Strategic Planning.
- Establish, implement, review, update and monitor strategic planning priorities and the needs of the community and introducing “Best Practice” applications and techniques where practicable as a means of continuously improving strategic planning functions within the Development Services Division.
- Assist the Manager Strategic Planning with the supervision of the Strategic Planning work area and team members who are under indirect supervision, including resourcing, mentoring, professional training and development, safety and relationship management.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Tertiary education qualifications in Urban & Regional Planning

SELECTION CRITERIA

1. Completion of a Tertiary Qualification in Urban & Regional Planning is essential.
2. Extensive experience in supervising Strategic Planning and Development projects in government or private practice.
3. Proven experience providing direction and guidance in a leadership position to a multi-disciplinary project team including professional in-house and consultancy staff.
4. Practical experience in supervising Development Contribution Arrangements.
5. Superior communication, writing, editing, negotiation and presentation skills.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Strategic Planning
DATE PD REVIEWED/APPROVED: 21 March 2023
