

## POSITION DESCRIPTION

POSITION TITLE	Senior Strategic Planner
DIRECTORATE - SECTION	Development Services – Strategic Planning
LEVEL - EBA	7/8 - Salaried
RESPONSIBLE TO	Principal Strategic Planner

### 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 provide professional support to the Principal Strategic Planner in respect to the initiation, planning, delivery and review of a range of strategic land use planning and development projects in line with City's Strategic Community Plan and Corporate Business Plan.

## KEY RESULT AREAS

### CUSTOMER SERVICE

- The management, operation, and environments related to the Development Services section proactively maintain and further foster excellence in customer service values and culture throughout the City.
- Provide professional advice and information to staff, government agencies, developers, consultants, rate payers, residents, community groups and special interest groups.
- Promote a consistently positive image of Council to the community.
- Manage community engagement and education programs for the City to facilitate planning outcomes and raise awareness on planning issues.
- Provide a high level of internal and external customer service.

### STRATEGIC PLANNING

- Under limited supervision, initiate, plan, deliver and review strategic land use planning initiatives and projects.
- Providing professional advice, guidance, recommendations and reports to the multi-disciplinary Development Services team, internal service areas and the community.
- Implement directions and resolutions from the Council and the Leadership Team ensuring that the planning function is consistent with the City's planning philosophy and statutory obligations.
- Preparation of consultant briefs and managing consultants through the project lifecycle.
- Assist with presentations at Strategic Briefings and Public Agenda Briefing Sessions.
- Administer the provisions of the City's Local Planning Scheme, Council local laws and Policies in relation to planning matters.

### GUIDANCE OF THE STRATEGIC PLANNING TEAM

- Strategic Planning team members are consistently provided with high quality, dynamic, innovative, proactive guidance and support including regular and constructive performance feedback and development opportunities.
- Support the professional learning culture and mentoring practises.

### 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 qualifications as a Town Planner or related field and relevant experience in the planning profession.
- Fulfil requirements to hold a full membership of Planning Institute of Australia (PIA).

## **SELECTION CRITERIA**

1. Experience managing projects in a land use planning and/or land development context.
2. Experience in the preparation and review of local planning policies, local planning schemes and strategic plans.
3. Highly developed interpersonal, collaboration, problem solving, time management and decision-making skills.
4. Accurate presentation of advice, instruction/guidance, and research findings, both verbally and written, via all standard forms of business communication (including email, memo, letters, reports; draft policies & procedures; and on occasion the development and delivery of visual presentations).
5. Appreciation of the broad functions of Local Government and the City's long term strategic objectives and goals.
6. Comprehensive knowledge and understanding of strategic planning principles.
7. Comprehensive knowledge of town planning legislation, regulations and policy.
8. Confidence in public speaking, community engagement and negotiation
9. Ability to work and lead in a multi-disciplinary team environment.
10. Excellent customer service 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: 9 June 2023

---