

POSITION DESCRIPTION

POSITION TITLE	Senior Strategic Planner
DIRECTORATE - SECTION	Development Services – Strategic Planning and Property
LEVEL - EBA	8 - Salaried
RESPONSIBLE TO	Coordinator Strategic Planning

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

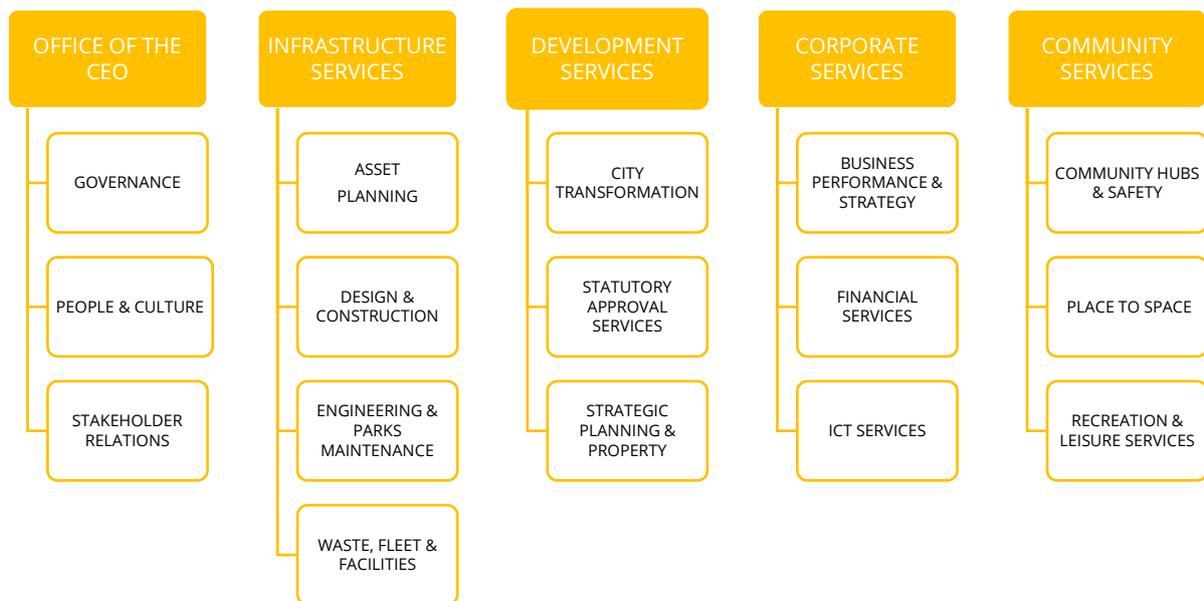
OUR SIMPLE GUIDING PRINCIPLES

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 provide professional support the Coordinator of Strategic Planning 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 Local Planning Strategy. The Senior Planner is a leadership role which will be responsible for progressing and influencing complex and significant planning matters such as local and regional planning schemes and strategies, structure plans, development contributions plans and planning policy. This position will build and maintain strong partnerships with stakeholders and work towards balanced and forward-thinking planning outcomes at the City of Kalamunda.

KEY RESULT AREAS

CUSTOMER SERVICE AND PROFESSIONAL ENGAGEMENT WITH STAKEHOLDERS

- Demonstrated ability to lead and support the operations of the Strategic Planning Services in a manner that promotes and enhances a culture of excellence in customer service across the organisation.
- 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.
- Build and maintain positive relationships with stakeholders through provision of consistent delivery approach to our stakeholders, whilst being able to respond to unique needs.
- Liaise with Government and private sector stakeholders concerning their requirements for future development and facilitate these requirements into future land use strategies, structure plans and policy.

Strategic Planning

- Under limited supervision, initiate, plan, deliver and review strategic land use planning initiatives and projects.
- Lead the assessment of complex planning projects, proposals, and studies, including local and regional planning schemes and strategies, structure plans, development contributions plans, planning policy and consultancy project briefs.
- Ability to identify opportunities for improvements to enhance process and outcomes and lead innovative approaches in strategic land use planning and project delivery.
- Provide 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

- Provide high-quality, dynamic, and innovative guidance and support to Strategic Planning team members, including proactive performance feedback and meaningful development and growth opportunities.
- Support the professional learning culture and mentoring practises.
- Provide expert oversight, influence, leadership and coaching of other staff across Council who contribute to the development approval process.

- Play a key role in team or cross-functional initiatives, leveraging on experience and subject matter expertise to lead and contribute significantly to resolving common issues or barriers.
- Contribute to ongoing capability development, leading innovative and best practice approaches in strategic planning and project delivery.

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)

- A tertiary qualification in Urban and Regional Planning or related field and relevant experience in the planning profession.
- Fulfil requirements to hold a full membership of Planning Institute of Australia (PIA).
- Extensive experience in dealing with Strategic Planning projects such as structure planning, major planning projects and policy development.

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

Knowledge and Skills

- Appreciation of the broad functions of Local Government and the City's long term strategic objectives and goals.
- Substantial experience and demonstrated understanding of the planning system, strategic planning principles, legislation and policy.
- Experience in managing and assessing significant or complex projects and/or leading policy development and review, with the ability to work independently.
- Demonstrated ability to critically analyse and synthesise complex and/or competing information to make balanced recommendations.
- Highly developed written and oral communications, presentation and interpersonal skills, including experience communicating with a wide range of stakeholders, management, the community and Council in a variety of mediums and multidisciplinary environments.
- Ability to work and lead in a multi-disciplinary team environment.
- Excellent customer service skills.
- Mentoring and providing support to colleagues within the Strategic Planning team.

Experience

- Experience managing projects in a land use planning and/or land development context.

- Experience in the preparation and review of local planning policies, local planning schemes and strategic planning instruments.

SELECTION CRITERIA

1. Tertiary qualifications as a Town Planner or related field and relevant experience in the planning profession.
2. Demonstrated ability to lead the successful management of complex and significant strategic land use planning projects.
3. Demonstrated strong interpersonal, collaboration, and negotiation skills within multidisciplinary environments, with a proven ability to facilitate and advocate for successful outcomes across planning projects, land development, and policy matters.
4. Demonstrated ability to apply project management approaches to effectively progress tasks and projects in a dynamic professional context.
5. Demonstrated ability to interpret and practically apply relevant land use planning and development legislation, regulations, policy and guiding documents to progress and influence the City's strategic projects and interests, including in the assessment of development, subdivision, strategic planning proposals, and policy formulation.
6. Demonstrated ability to present advice, recommendations, instruction, and research findings across all standard forms of business communication.

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

- 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 and Property

DATE PD REVIEWED/APPROVED: 27 November 2025
