



## Strategic Planning Officer

### POSITION DESCRIPTION

<b>Position Number:</b>	2744
<b>Portfolio:</b>	Communities
<b>Business Unit:</b>	Development and Environment
<b>Team:</b>	Growth Management
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream A) Level 5
<b>Reports To:</b>	Principal Strategic Planner
<b>Revised:</b>	May 2025

#### **General Position Statement:**

This position supports Council's direction by delivering innovative, evidence-based planning solutions that shape sustainable, liveable, and resilient communities. The role contributes to the development and implementation of strategic land use policies, growth management frameworks, and integrated planning initiatives, while fostering strong community and stakeholder engagement and leveraging digital tools to inform decision-making.

#### **Specific Responsibilities:**

This position has the following responsibilities:

1. Develop and maintain strategic land use planning instruments that support sustainable growth, community wellbeing, and alignment with Council's vision and legislation.
2. Provide high-quality planning advice to internal teams, elected members, and the community, ensuring decisions are informed, consistent, and aligned with relevant legislation and policy.
3. Lead and contribute to strategic planning projects, including those related to housing, infrastructure, environmental resilience, and place-based planning.
4. Coordinate and deliver community and stakeholder engagement activities, using inclusive and contemporary methods to inform planning outcomes and build public trust.
5. Monitor and interpret planning trends, data, and legislative changes, contributing to the development of innovative strategies and policy responses.

LIVINGSTONE SHIRE COUNCIL

# Values



ACCOUNTABILITY



TEAMWORK



COMMUNITY



POTENTIAL



POSITIVITY

6. Collaborate across Council and with external agencies to integrate land use planning with broader economic, environmental, and social objectives.
7. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
8. Ensure a safe, healthy, and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements, and relevant policies and procedures.
9. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
10. Undertake other relevant duties as directed, consistent with skills, competence and training.

### ***Position Requirements:***

#### **Skills/Competencies**

1. Demonstrated ability to interpret and apply planning legislation, policies, and data to support strategic land use planning and policy development in a dynamic environment.
2. Proficiency in digital planning tools and spatial systems (e.g. GIS, ePlanning platforms) to support evidence-based decision-making and effective visual communication, along with the ability to utilise Council suite of software systems.
3. Strong interpersonal and communication skills, with the ability to understand stakeholder needs and perspectives, and engage effectively with diverse audiences.
4. Proven ability to manage multiple projects and priorities with agility, adapting to change while maintaining focus on quality outcomes and strategic objectives.
5. Collaborative and solutions-focused mindset, with the ability to influence and work across teams and with external partners to integrate planning with broader community, environmental, and infrastructure goals.

#### **Mandatory Qualifications, Licences and Experience**

1. Tertiary qualifications in Urban and Regional Planning or a closely related field, and/or substantial experience in a relevant environment.
2. Substantial experience in strategic and/or statutory planning, including demonstrated involvement in complex planning projects, policy development, and interpretation of planning legislation.
3. Proven ability to deliver planning initiatives that involve stakeholder engagement, spatial analysis, and alignment with broader community or infrastructure objectives.



4. Demonstrated capacity to work effectively in a political and regulatory environment, including providing advice to elected members and engaging with community and government stakeholders.
5. Possess and maintain a current motor vehicle driver licence.

### Desirable Qualifications, Licences and Experience

1. Postgraduate qualifications or professional accreditation (e.g. Planning Institute of Australia membership) in urban and regional planning, environmental planning, or a related discipline.
2. Experience contributing to integrated land use strategies that align planning with infrastructure, environmental, or community development objectives.
3. Familiarity with digital engagement platforms, spatial analysis tools, or ePlanning systems used to support modern planning practices.
4. Formal training or demonstrated capability in stakeholder engagement, facilitation, or collaborative decision-making processes.

### Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.

### Physical Requirements

1. Ability to work in an outdoor and/or office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Must be available to work the on-call roster, if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check), if required.

### Delegations and Authorisations:

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.



Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

### ***Acknowledgement:***

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.



## Strategic Planning Officer

### SELECTION CRITERIA

<b>Position Number/s:</b>	2744
<b>Portfolio:</b>	Communities
<b>Business Unit:</b>	Development and Environment
<b>Team:</b>	Growth Management
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream A) Level 5
<b>Reports To:</b>	Principal Strategic Planner
<b>Revised:</b>	June 2025

Please address each of the selection criteria below in your application:

1. Tertiary qualifications in Urban and Regional Planning or a closely related field, and/or substantial experience in a relevant environment and possess and maintain a current motor vehicle driver licence.
2. Substantial experience in strategic and/or statutory planning, including demonstrated involvement in complex planning projects, policy development, and interpretation and application of planning legislation, policies and data to support strategic land use planning or policy development.
3. Proven ability to deliver planning initiatives that involve stakeholder engagement, spatial analysis, and alignment with broader community or infrastructure objectives.
4. Demonstrated capacity to work effectively in a political and regulatory environment, including providing advice to elected members and strong interpersonal and communication skills with demonstrated experience in engaging with community, government and a broad range of stakeholders.
5. Proficiency in digital planning tools and spatial systems (e.g. GIS, ePlanning platforms) to support evidence-based decision-making and effective visual communication, along with the ability to utilise Council suite of software systems.

#### **Suggested approaches to addressing selection criteria include:**

Responses should be relevant and directly relate to the selection criteria.  
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.