



POSITION DESCRIPTION

Position Title	Strategic Planning Officer
Position Code	7181
Directorate	Sustainability & Culture
Work Group	Statutory Services
Position Classification	Band 7
Effective Date	May 2024

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

- 1.1 To ensure that strategic planning functions of Council are carried out to a high standard, in a consistent manner and in accordance with the Wangaratta Planning Scheme and other relevant requirements.

2. Working Relationships

Reports to	Manager – Statutory Services
Supervises	N/A

3. Key Responsibilities

3.1 Strategic Planning Projects

- 3.1.1** Effectively assist to deliver and coordinate Council's strategic land use planning program and carry out all strategic planning functions and projects.
- 3.1.2** Ensure that the Wangaratta Planning Scheme is regularly reviewed and updated to reflect the recent changes in the planning provisions and the community vision and in line with legislative requirements.
- 3.1.3** Develop project briefs, communication strategies and organise project related consultation/engagement/briefing meetings of the community, stakeholder and government departments and agencies in a professional manner.

3.2 Planning Advice

- 3.2.1** Provide sound & high-level advice to the Manager – Statutory Services, Strategic Planning Team, Statutory planning staff and all other Council staff, Council's customers, relevant stakeholders and agencies with regard to strategic planning matters.
- 3.2.2** Undertake research, prepare and present reports as required.
- 3.2.3** Actively participate and provide planning advice relating to strategic matters such as rezoning, planning scheme amendments, development plans and major planning applications.
- 3.2.4** Mentor staff within the planning teams in relation to strategic planning.
- 3.2.5** Assist with Statutory Planning processes including planning permit applications and subdivisions.

3.3 Liaison / Networking

- 3.3.1** Liaise with other Government and appropriate non-government agencies, organisations and groups to ensure that Council's strategic planning projects are delivered to a high quality and in a timely manner.
- 3.3.2** Represent Council before Planning Panels, Advisory Committees/bodies, the Victorian Civil and Administrative Tribunal, court hearings and other forums as may be required on planning matters.

- 3.3.3** Facilitate and encourage appropriate public participation in strategic town planning studies, strategies, projects and changes to the Wangaratta Planning Scheme and associated processes.
- 3.3.4** Undertake any task considered relevant by the Manager – Statutory Services in a professional manner.
- 3.3.5** Liaise and work with consultants and other staff, to assist with the delivery of planning related studies/projects. This will include developing project briefs, giving direction and working as part of a team to ensure timelines and objectives are achieved.

4. Core Physical Requirements

- 4.1** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.
- 4.2** Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.3** Capacity to undertake site inspections; involving walking on uneven surfaces.
- 4.4** Capacity to drive a vehicle.
- 4.5** Capacity to undertake public consultation.

5. Accountability and Extent of Authority

- 5.1** Accountable for the provision of high quality, accurate and effective advice, decision making and reporting in accordance with all relevant legislative requirements and Council's strategic direction, planning policies and procedures.
- 5.2** Authority to interpret and advise other Council staff, stakeholders and customers on the Wangaratta Planning Scheme, planning scheme amendments, relevant legislation and Council's strategic land use planning goals.
- 5.3** Accountable to the Manager – Statutory Services for the efficient and effective performance of this position.
- 5.4** Authority to represent Council at Planning Panels, VCAT, court hearings, advisory bodies and other forums as required.

5.5 Authority to initiate service delivery improvements in conjunction with the Planning team which may enhance the successful ongoing operation of Council's Town Planning Unit.

6. Judgement and Decision Making

6.1 Assess and deal with all matters subject to the position, under delegated authority, governed by the goals and policies of the Council.

6.2 The nature of the work is specialised, with methods, processes and procedures developed in accordance with legislative requirements, experience, theory and precedent.

6.3 Ability to use own judgement to make recommendations in situations where methods and procedures are less well defined.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Demonstrated high level relevant skills and knowledge in the application of town planning principles and practice including a thorough working knowledge of planning and related legislation and its application in the Victorian local government context.

7.1.2 Highly developed report writing and presentation skills.

7.1.3 Understanding of the business and political environment relevant to Local Government planning functions and strategic functions of a Council.

7.2 Management Skills

7.2.1 Demonstrated skills in managing diverse workloads and meeting work targets within time constraints and deadlines.

7.2.2 Ability to support and mentor relatively less experienced staff.

7.2.3 Proven project management skills.

7.3 Interpersonal Skills

7.3.1 Ability to communicate effectively with all customers, the community, consultants, Colleagues, Councillors and other Council staff, including public speaking and running public meetings.

7.3.2 The ability to confidently manage conflict and to negotiate successfully on behalf of Council.

7.3.3 Ability to work with Councillors, Senior Officers and all other Council staff on an individual and project team basis.

7.3.4 Well developed negotiation skills and/or qualifications.

7.3.5 Confidence to pursue outcomes that are innovative and respond to local circumstances for community benefit.

8. Qualifications and Experience

8.1 A university degree in town planning with eligibility for Planning Institute of Australia membership.

8.2 Demonstrated planning knowledge and sound understanding of state and regional planning issues.

8.3 Strategic land use planning and project management experience.

9. Key Selection Criteria

9.1 A university degree in Town Planning with eligibility for Planning Institute of Australia membership.

9.2 Demonstrated sound planning knowledge and experience in strategic planning including knowledge of town planning processes, procedures and practice in Victorian Local Government.

9.3 Strategic planning experience, including project management and interdisciplinary projects and teams.

9.4 Knowledge and experience with achieving continuous improvement of service delivery and quality planning outcomes for the betterment of the community.

9.5 Excellent demonstrated interpersonal skills, including communication, negotiation, conflict resolution and report writing skills.

9.6 Current Drivers Licence.

Authorised by: Director – Sustainability & Culture

Date:

Employee's Signature:

Date:
