

Position Description



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Title:	Principal Strategic Planner
Position No:	D41042
Classification:	Band 8
Salary:	\$113,260.68 per annum (+ super)
Status:	Permanent, Full-time
Hours:	38 hours per week, 19 day month
Division:	City Sustainability and Strategy
Department:	City Futures
Location:	274 Gower Street, Preston
Enquiries:	Fiona Bain of McArthur (Ph:03 9828 6553)
Closing Date:	Sunday 23 rd of June 2019

About Darebin

Darebin is home to one of the largest, most diverse communities anywhere in the State in terms of cultures, language (more than 138 languages are spoken), religions, socio-economic background, employment status, occupation, and housing needs. We actively represent our community's diversity and aim to create an inclusive work environment that values the contribution of all employees and treats all employees with dignity and respect.

We are leaders in Environmental Sustainability and Social Justice, often collaborating with neighbouring municipalities to promote awareness and encourage community participation.

We also provide flexible working arrangements and excellent working conditions that are supported across the organisation.

Darebin City Council is one of the largest employers in the municipality with an operating expenditure budget of \$157.4 million and capital expenditure budget of \$47.3 million. Darebin has a population of 153,563 and we are also home to two significant tertiary organisations well serviced by public transport.

We are an Equal Opportunity Employer and do not discriminate in our selection and employment practices on the basis of race, colour, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organisation, or other non-merit factors. We are committed to providing a safe working environment that embraces and values child safety, and thorough 'Safety Screening' processes apply. For all other information regarding the City of Darebin, including our Profile, our Diverse Community, our Values, the Council Plan 2017-2021, Equal Opportunity Employment, Disability Access and Inclusion, the Victorian Charter of Human Rights, and Risk Management, visit our website: www.darebin.vic.gov.au

Darebin City Council values Collaboration, Accountability, Respect and Integrity

Occupational Health & Safety

To achieve our desired outcome, you will:

- Comply with the Occupational Health and Safety Act, related Regulations and defined OH&S policies, procedures, safety rules and Safe Working Procedures and implement and monitor the organisation's OH&S policies, procedures, safety rules and programs in the relevant work area to achieve and maintain OH&S standards.
- Monitor health and safety performance and rehabilitation performance within your area of responsibility and initiate actions to improve health and safety, including facilitating rehabilitation of injured workers.
- Review any health and safety related reports and take appropriate action to resolve safety issues.
- Ensure consultation with employee health and safety representatives, particularly on any workplace changes that have health and safety implications.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.
- Ensure all employees understand their legal obligation under the OH&S Act and that they receive regular training to perform jobs safely.

Sustainability

Council plays a crucial role in contributing to and promoting environmental sustainability both within Council operations and across the municipality by minimising its impacts, leading by example and delivering services and environmental programs. Council has committed to a number of environmental targets, including a carbon neutral target for Council operations by 2020, improved water quality and sustainable water use and waste minimisation and resource recovery. To achieve our desired outcome, you will:

- Maintain an awareness of resource use in your role and minimise this and seek environmentally preferable options wherever possible
- Carry out your role in line with Council's Environment Policy and the Environmental Purchasing Code
- Review work practices to identify where changes to practices or technology can improve environmental performance including the provision of services to the community and opportunities to increase environmental awareness

Excellence in Governance

Employees of Darebin City Council (Darebin) are expected to read and understand the Excellence in Governance Policy and to conduct themselves ethically, professionally and in accordance with Darebin's statutory obligations. Employees are also expected to treat others fairly and courteously while being respectful of alternative views and opinions. Darebin is an equal opportunity employer and does not tolerate discrimination, bullying or harassment in any form.

Employees are prohibited from disclosing any confidential information they may acquire during their employment, or using such information for any purpose other than for the purposes of Darebin. Further, employees shall not use such information improperly to cause harm or detriment to other staff, people, body or the Council.

Employees shall not engage in any outside employment or activities that impact on their primary employment at Darebin. Employees shall also ensure that any outside employment or activities do not create a conflict of interest and/or duty with their role at Darebin. Where it is unclear whether a conflict of

interest may exist, the employee should seek direction from their Direct Manager. Any actual or perceived conflict of interest must be disclosed prior to business dealings or immediately the conflict is apparent. This includes any possible direct or indirect pecuniary interest with a potential external tenderer in respect of goods, services or works tendered by Council.

Employees shall take responsibility for their actions when carrying out duties for Council and protect public resources and assets.

Employees must not make a statement made on behalf of the Council to the media or public unless authorised to do so by the Chief Executive.

Employees shall not discuss departmental business or staff matters with Councillors. If a Councillor requests such information from an employee, the request should be referred to the employee's Manager in the first instance.

As a condition of employment the successful candidate is expected to sign the Excellence in Governance at Darebin Declaration confirming that they have read and understood and agree to act in accordance with the Excellence in Governance at Darebin Policy.

Position Objectives:

The objective of this role is to contribute to the Strategic Planning unit on a day-to-day basis by undertaking tasks and /or mentoring less experienced staff in the following:

- Preparation of finer grain planning documents and plans to implement broad strategic studies. In most cases, these are already specified or suggested in the Structure Plans. These could be Development Plans, Urban Design Framework Plans, Incorporated Plans, Schedule of Zones and Overlays, etc.
 - Preparation and processing of Planning Scheme Amendments.
 - Review and development of planning policies and strategic studies at a senior level.
 - Provision of detailed planning advice and conducting research into complex and multi faceted planning issues.
 - Management of complex planning studies addressing a range of inter-disciplinary issues.
 - Implementation of action plans and coordination of special projects which require an integrated approach to planning.
 - Assessment and provision of planning advice about major projects.
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Reporting Relationships:

This Position Reports To:	Coordinator Strategic Planning
Position Reporting To This Position:	Strategic Planner, Senior Strategic Planner (x2)
Internal Relationships:	All employees across Council
External Relationships:	Local community groups and organisations Local residents State government departments Developers Service authorities Other municipalities MAV Funding Sources

Key Responsibilities and Duties:

- Assist Strategic Planning in leading/mentoring staff in the following:
 - Planning investigations as part of preparing broad strategic planning projects
 - Undertake community consultations as part of the planning research process
 - Managing resources available to undertake and complete tasks at hand
 - Writing briefs and contracts
- Review and develop planning policies and undertake strategic studies at a senior level.
- Provide detailed planning advice and carry out research into complex and multi-faceted planning issues.
- Manage complex planning studies which will address a range of inter-disciplinary issues.

- Implement action plans and co-ordinate special projects which require an integrated approach to planning.
- Formulate planning policies and ensure the effective implementation of policy objectives under the Darebin Planning Scheme.
- Review and monitor the objectives, strategies and actions identified within Council's Municipal Strategic Statement.
- Coordinate and assess major projects, which require input from the community, Council, staff, consultants and other organisations and agencies.
- Undertake investigations and prepare feasibility studies on planning issues.
- Liaise with community groups, individuals and organisations, as appropriate.
- Prepare planning scheme amendments and review amendments prepared by other less experienced and junior staff.
- Prepare and present high quality briefings and reports to Council, management and agencies with well reasoned and clear recommendations.
- Represent Council at Panel hearings and at hearings of the Victorian Civil and Administrative Appeals Tribunal, including briefing legal representatives and consultants, as required.
- Assist in the identification and review of strategic land use planning directions and priorities within the municipality.
- Promote and develop an understanding of social, economic, physical and environmental issues within Council and the wider community.
- Assist in the development of the Strategic Planning Unit and represent the Manager City Design and Strategic Planning when required.
- Participate in ensuring that Council's policies, initiatives and practices in relation to innovation are adhered to and that a practice of continuous improvement is applied in the workplace.
- Participate in ensuring that work practices are subject to ongoing review and modification and that they positively impact on service delivery improvements.

Accountability and Extent of Authority:

This position's prime responsibility is to develop policy options and strategic plans. The freedom to act is wide and is generally defined by the areas nominated by the Manager City Design and Strategic Planning or the senior management. The advice and counsel provided by these positions is relied upon for guidance and justification for adopting particular policies, the impact of which may be substantial upon the organisation and/or the community.

Specifically, the incumbent's accountability and extent of authority include:

- managing resources and providing professional advice on complex planning matters for internal and external clients
- participating in the development of policy that may require investigative, analytical and creative skill
- making decisions that may have a significant impact on programs or projects and managing the both public and organisational perception
- the interpretation and resolution of complex planning issues.

Judgement and Decision Making:

This position will involve complex problem solving. Methods, procedures and processes are less well defined and the incumbent is expected to contribute to their development and adaptation. The work typically requires the identification and analysis of a range of action and policy options before a choice can be made. The incumbent is expected to identify and develop options within the project work he/she undertakes for consideration and choice by the Manager City Design and Strategic Planning or the senior management.

The incumbent will be required to operate autonomously and to make day-to-day decisions in regard to the identification and assessment of planning issues. Consideration of appropriate procedures, processes and analysis of a range of options before making decisions and recommendations is expected. Guidance and advice is not always available within the organisation.

Specialist Skills and Knowledge:

This position requires:

- Proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.
- Understanding of the long term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.
- Ability to identify and formulate planning policy within a broad organisational wide policy framework.
- Ability to seek input, negotiate and gain the cooperation of a wide cross section of interests and formulate appropriate policies and strategies.
- Ability to coordinate multi-disciplinary projects across the organisation and with external agencies with minimum supervision.
- Demonstrated understanding of the strategic economic, social and environmental issues facing Darebin and the regional context.
- Demonstrated analytical and conceptual skills.
- Demonstrated previous commitment to effective, efficient and responsive administration, sensitivity to community needs, encouraging sense of pride and belonging and promotion of a positive image of Council both in character and services provided.
- Well developed PC skills with a knowledge of Microsoft Office suite of applications.
- Bi-lingual skills an advantage.

Management Skills:

The position requires:

- Supervision of small teams of tertiary qualified employees in undertaking projects.
- Some management and leadership skills to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Ability to plan, organise, set realistic timelines, and prioritise despite conflicting pressures, in order to achieve the goals and objectives as set out in the annual work plan and subsequently the goals of the Branch and wider organisation.

- Ability to handle a variety of complex issues concurrently with minimal supervision.
- Skills in project management and preparation of work plans to achieve set objectives within the resources available and within set timelines.
- Ability to solve problems through discussion, negotiation and team work.

Other Relevant Information:

In accordance with the Australian Fair Work Act 2009, protection from unfair dismissal is subject to a minimum six month period of employment.

The successful candidate will be required to provide proof of Australian Citizenship or residency status, (including at least a birth certificate or passport), **and** proof of identity, (Medicare card and/or current driver's licence).

This position requires a Health Declaration and/or Functional Capacity Assessment prior to an offer of employment being made.

This position requires a satisfactory Police Check result prior to an offer of employment being made.

This position requires a Working With Children Card.

The successful applicant will be provided with all relevant tools and equipment to undertake the inherent requirements of the role. All tools and equipment must be returned to the direct Manager upon cessation of the role.

Darebin City Council is an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion. We encourage applications from Aboriginal or Torres Strait Island people, people with disabilities and culturally and linguistically diverse backgrounds. If you require support or advice with your application, contact the People and Development team on 8470 8204. Reasonable adjustments can be negotiated.

Darebin City Council is a smoke free work place.

Canvassing of Councillors and Council Officers:

Canvassing of Councillors and Council Officers, either directly or indirectly that may influence the outcomes of this application may be deemed a disqualification.

Enquiries regarding the position however, can be directed to the nominated contact officer named in this Position Description.

Qualifications, Certificates, Licences, and/or Experience:

- Recognised qualification in Urban Planning or related field is required along with substantial experience in strategic planning.
- A current Working With Children Card.

Key Selection Criteria:

(All numbered Key Selection Criteria and Interpersonal Skills must be addressed in response to an advertised vacancy. Please note: Applications that do not address the Key Selection Criteria will not be considered.)

1. Recognised qualification in Urban Planning or related field is required along with substantial experience in strategic planning (and at least 8 years planning experience).
2. Demonstrated experience at a senior level in delivering major projects, including undertaking investigations and studies on planning issues, scoping; preparing project briefs; plan and carry out community consultations; formulate planning policies, and ensuring the effective implementation of policy objectives as part of the Darebin Planning Scheme.
3. Demonstrated ability in leading and coordinating projects in a team environment with the ability to solve problems through discussion, negotiation and team work.
4. Sound working knowledge of the Victorian Planning System, Victoria Planning Provisions, including the use of the relevant legislation, policy frameworks and implementing planning policy and strategy through statutory mechanisms.
5. Sound experience in representing Council at Panel hearings and at hearings of the Victorian Civil and Administrative Appeals Tribunal, including briefing advocates and experts, as required.
6. Demonstrated ability to handle a variety of complex issues and competing priorities, concurrently with minimal supervision.

Interpersonal Skills/ Personal Attributes:

7. Leadership – demonstrated ability to lead, motivate and develop a team of professional strategic planners while maintaining a high professional standard.
8. Excellent communication skills – including the ability to persuade, convince and negotiate with a range of stakeholders to achieve Council's objectives.
9. Problem Solving Skills – calm, collaborative and solutions focused approach in a constantly changing environment with shifting priorities.

Applications:

Applications close on Sunday 23rd of June 2019. Applications will be kept strictly confidential and may be completed online. Hard copy applications may be forwarded to:

**Fiona Bain of McArthur
McArthur
03 9828 6565
fiona.bain@mcArthur.com.au**

Inherent Physical Requirement

Position Number & Title: D41041 Strategic Planner				
Work Area: City Development				
Summary Tasks: As above				
Physical demands of the task and % of time allocated	Never 0%	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
Sitting				X
Standing		X		
Walking		X		
Steps/ stairs		X		
Squatting		X		
Kneeling		X		
Looking Up		X		
Looking Down		X		
Bending spine forwards		X		
Twisting spine to side e.g. during meetings to view team members		X		
Bending spine backwards	X			
Working with one or both hands above shoulder height		X		
Reaching forwards or sideways > 30cm from the body		X		
Gripping or grabbing		X		
Fine hand coordination e.g. for computer keying				X
Lifting floor-waist		X		
Lifting at waist height		X		
Lifting waist overhead		X		
Carrying		X		
Pushing e.g of trolleys		X		
Pulling e.g. of trolleys		X		
Exerting force with one hand or one side of body e.g. when hole punching / stapling		X		
Exerting force in an awkward posture		X		
Holding, supporting or straining		X		
Other				