



SOUTH GIPPSLAND SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: Strategic Planning Officer

DIRECTORATE: Development Services

DEPARTMENT: Planning

CLASSIFICATION: Band 7

EMPLOYMENT STATUS: Ongoing Full time

CURRENT OCCUPANT: Vacant

DATE: January 2016

ORGANISATION OVERVIEW

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

DEPARTMENT/TEAM

The Planning Department is responsible for Social, Statutory and Strategic Planning within South Gippsland Shire.

The Strategic Planning team are a function of the Planning Department and report to the Manager of Planning.

The Department's annual operating budget is approximately \$ 1.6 million.



ORGANISATIONAL RELATIONSHIPS:

Reports to: Strategic Planning Coordinator

Direct Reports: Nil

Key Internal Relationships: Internal relationships with all levels of the organisation including Councilors and Management Team.

Key External Relationships: State Government Authorities, the public and other service providers

1. POSITION PURPOSE

- The processing of planning scheme amendments resulting predominantly from applications by developers and agencies.
- The creation and eventual implementation of identified key strategic projects at the direction of the Strategic Planning Coordinator and/or Manager Planning.

2. KEY RESPONSIBILITIES

- Process planning scheme amendments resulting predominantly from applications by developers and agencies.
- Co-ordinate strategic town planning projects and initiatives within the Unit and make recommendations to Council at the direction of the Strategic Planning Coordinator and/or Manager Planning.
- Develop and assist in the implementation of strategic town planning initiatives as per the Annual Business Plan.
- Liaise with relevant officers to evaluate, analyse and make recommendations to Council on strategic planning issues.
- Ensure a high standard of service delivery within the strategic planning services area working closely with other officers in Strategic and Statutory Planning.
- Effectively maintain relationships and links with all internal and external stakeholders and the community.
- Administer planning policies and assess planning scheme amendments to encourage sustainable development.
- Draft and administer planning scheme amendments.



- Communicate with all clients in an effective manner to encourage understanding of complex planning issues and the reasoning behind decisions made.
- Prepare high quality community consultation and engagement plans / strategies and convene public meetings
- Evaluate, analyse and make recommendations on complex strategic planning matters.
- Represent Council at Planning Panels in relation to planning scheme amendment proposals at the direction of the Strategic Planning Coordinator and/or Manager Planning.
- Provide mentoring to less experienced planners within the Statutory and Strategic Planning Teams.
- Represent Council at Victorian Civil and Administrative Tribunal (VCAT) hearings on planning permit and enforcement matters at the direction of the Manager Planning.

3. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is authorised to/responsible for the following: -

- The processing of planning scheme amendments resulting predominantly from applications by developers and agencies.
- The creation and eventual implementation of identified key strategic projects at the direction of the Strategic Planning Coordinator and/or Manager Planning.
- Responsible for the administration of Acts and Regulations for all relevant Authorities and specific delegations within the Planning process.
- Responsible for input into the ongoing review of the South Gippsland Planning Scheme including contribution to the development and implementation of Council policies
- Responsible for dealing with planning permits, subdivision and liquor control matters in accordance with all relevant Acts, Regulations and Council Policies.
- Responsible for issuing delegated planning permits in accordance with delegated powers.
- Freedom to act is subject to legislation, regulations and policies and regular supervision.



- Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.

4. JUDGEMENT AND DECISION MAKING SKILLS

Judgment and decision-making will be within the ambit of the following:

- This is a specialist professional role where the officer is expected to exercise sound judgment and decision making on complex planning scheme amendments and policies, some problem solving and analysis of data for statutory and strategic issues.
- Required to make decisions under the Planning and Environment Act 1987, the Subdivision Act 1988, the Liquor Control Act 1987 under powers of delegation.
- Guidance and advice is usually available.

5. SPECIALIST SKILLS AND KNOWLEDGE

The skills and knowledge required to perform the duties of the position include:

- Experience in the use of Microsoft software packages.
- Highly developed analytical and investigative skills.
- Developed skills in community engagement and consultation.
- Developed skills in official report writing and production of public documentation.
- Knowledge of statutory and strategic planning processes.
- Understanding of rural, urban, environmental, tourism and economic development issues.
- Knowledge of the Planning and Environment Act 1987, Subdivision Act 1988, Victorian Civil and Administrative Tribunal Act 1998,



Flora and Fauna Guarantee Act 1988, Heritage Act 1995, Liquor Control Reform Act 1998.

- Understanding of the Victoria Planning Provisions and other State Government initiatives.

6. MANAGEMENT SKILLS

The required management skills include:

- Proven ability to effectively plan, manage and prioritise own work under supervision.
- Responsible for coordination of consultants and contractors where required.
- Highly effective and demonstrated project management skills.
- Ability to assist in improving efficiency and quality of service.
- Ensure that planning officers provide quality and accurate advice on planning matters.

7. INTERPERSONAL SKILLS

Interpersonal skills include:

- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team
- Demonstrated ability to liaise, coordinate and communicate with a diverse range of people and organisations.
- Ability to gain cooperation and assistance from key stakeholders, staff and their counterparts in external agencies to resolve specialist problems.
- Proven record of making a positive contribution in a cooperative environment and establishing a positive working environment.
- Demonstrated strong customer service focus.
- Highly developed written and verbal communication skills.

8. QUALIFICATIONS AND EXPERIENCE

The qualifications and experience required for the position include:

- A Town Planning degree or degree in a related field and relevant experience in Strategic Planning in either a Government or private sector organisation or substantial experience in assessing rural, urban and coastal, commercial and industrial development



applications as well as the complex issues surrounding the creation and implementation of strategic planning projects.

- Substantial experience in the undertaking planning scheme amendments.
- Experience in preparing and presenting reports to Council, submissions to the VCAT and independent panels where relevant.
- Current drivers licence

9. SELECTION CRITERIA

- A Town Planning degree or degree in a related field and relevant experience in Strategic Planning in either a Government or private sector organisation or substantial experience in assessing rural, urban and coastal, commercial and industrial development applications as well as the complex issues surrounding the creation and implementation of strategic planning projects.
- Substantial experience in the undertaking planning scheme amendments.
- Knowledge of the Planning and Environment Act 1987, Subdivision Act 1988, Victorian Civil and Administrative Tribunal Act 1998, Flora and Fauna Guarantee Act 1988, Heritage Act 1995, Liquor Control Reform Act 1998.
- Experience in preparing and presenting reports to Council, submissions to the VCAT and independent panels where relevant.
- Demonstrated ability to liaise, coordinate and communicate with a diverse range of people and organisations.
- Highly effective and demonstrated project management skills.
- Current drivers licence

10. PRE EMPLOYMENT CHECKS

- Applicants may be required to complete a police check if progressing to the next selection stage.
- Applicants may be required to undergo a pre-employment medical examination if progressing to the next selection stage.
- Applicants may be required to undergo an Integrity/Psychometric assessment if progressing to the next selection stage.



Acceptance of the Position – Successful Candidate to Complete	
Agreement:	
I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general Terms and Conditions of Employment and I agree to the terms and conditions.	
Name (Please print):	
Signature:	Date: