

# Position Description

<b>Position Title</b>	<b>Senior Strategic Planner</b>
<b>Directorate</b>	City Futures
<b>Department/Business Unit</b>	Strategic & Environmental Planning
<b>Team</b>	Strategic Planning
<b>Classification</b>	Band 6
<b>Date</b>	September 2024
<b>Reports to:</b>	Team Leader Strategic Planning
<b>Supervises:</b>	Nil
<b>Internal Liaison:</b>	All Council departments
<b>External Liaison:</b>	<ul style="list-style-type: none"> <li>• Planning scheme amendments applicants</li> <li>• General public</li> <li>• Government departments and agencies</li> <li>• Referral Authorities</li> <li>• Planning consultants</li> <li>• Legal practitioners</li> <li>• External service providers</li> </ul>

## Position Objectives

Your primary purpose in this position is to:

- Develop, review, and implement the planning policy that leads to sound, innovative and vibrant outcomes in a well-planned city.
- Maintain and review the Greater Dandenong Planning Scheme and undertake amendments where required.
- Manage and develop the strategic planning, open space and environmental projects or studies.
- Develop and implement systems to improve work processes and customer service.
- Provide strategic land use planning advice and social and economic considerations within and commentary on development applications under consideration by the Council.
- Assist other Council departments in the development of broader Council policies and the delivery of key projects.

## Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position

- Recognised academic and/or professional qualifications in Town Planning, Strategic Land Use Planning, Environmental Planning, or related discipline that will enable the successful undertaking of the requirements of the position along with some relevant skills, knowledge, and work experience.
- Experience in development and application of policy for land use development at a strategic level.
- Ability to integrate the broader environmental, social, and economic implications within strategic outcomes.
- Expertise in the relevant legislation and regulations pertaining to all aspects of the planning, especially the Planning and Environment Act, Subdivision Act, Victorian Civil and Administrative Tribunal Act and related regulations.
- Experience with the presentation of planning matters before the Victorian Civil and Administrative Tribunal and to Planning Panel Hearings (or equivalent).

- Effective time management, work organisation, and prioritisation skills to resolve planning issues within regulatory parameters through discussion and cooperation.
- High level of interpersonal, verbal, and written communication skills, as well as presentation and advocacy skills.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- satisfactory (and ongoing) Working with Children's Check
- satisfactory (and ongoing) Police Check
- current valid (and ongoing) Victorian Driver's

## Position Specific Responsibilities & Skills

In this position, you are responsible for:

<b>Administration of Planning Scheme</b>	<ul style="list-style-type: none"> <li>• Assisting with administering the provisions of the Planning Scheme and relevant Council policies and codes of practice.</li> </ul>
<b>Develop, review and apply the Planning Scheme</b>	<ul style="list-style-type: none"> <li>• Assisting with the development and review of the Planning Scheme, with guidance as appropriate, so that it implements Council's vision and aspirations for future development.</li> </ul>
<b>Planning Scheme Amendments</b>	<ul style="list-style-type: none"> <li>• Assisting with Planning Scheme Amendments including preparing, exhibiting, assessing and adopting pursuant to the requirements of the Act.</li> </ul>
<b>Policy Development</b>	<ul style="list-style-type: none"> <li>• Assisting in and undertaking the development of planning scheme policies, and other strategic planning, open space, and environmental policies.</li> </ul>
<b>Consultation</b>	<ul style="list-style-type: none"> <li>• Undertaking consultation with relevant internal and external stakeholders with respect to planning issues and proposed policy or development projects.</li> <li>• Liaising with other Council Business Units, Government Authorities, other municipalities and relevant stakeholders in respect of strategic and statutory planning matters.</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Assisting with the planning and coordination of projects funded from Council's CIP budget and from external agencies.</li> <li>• Assisting with the implementation of the Development Contribution Plans (DCP) within the City of Greater Dandenong.</li> </ul>
<b>Guidance, Advice and Education</b>	<ul style="list-style-type: none"> <li>• Providing guidance to internal and external stakeholders with respect to strategic planning principles, strategic planning projects and local planning policies and their visions for the municipality.</li> <li>• Providing advice to landowners, developers, consultants, members of the public and internal staff in respect of planning matters within the strategic planning context in written and verbal form.</li> <li>• Providing assistance and guidance to other Strategic &amp; Environmental Planning staff, and other Council staff on strategic planning matters.</li> </ul>
<b>Process Improvement</b>	<ul style="list-style-type: none"> <li>• Improving existing and developing new processes</li> </ul>
<b>Advocacy</b>	<ul style="list-style-type: none"> <li>• Assisting with initiating, submitting, and advocating for projects in Councils City Improvement Program (CIP).</li> <li>• Preparing grant and funding applications to external agencies for studies and projects related to strategic planning land use development and improvement projects.</li> </ul>

<b>Council Representation</b>	<ul style="list-style-type: none"> <li>Assisting in representing Council at hearings of the Victoria Civil and Administrative Tribunal and Planning Panel hearings, including briefing legal representatives and consultants as required.</li> </ul>
-------------------------------	--

## Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

## REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

## Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

<b>Emergency Management</b>	<ul style="list-style-type: none"> <li>Help Council fulfil its emergency management obligations by assisting in emergency management activities as required</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>Understand obligations and act in an appropriate manner with and around children</li> <li>Promote positive work practices with children</li> <li>Establish boundaries around acceptable and unacceptable behaviour in relation to children</li> <li>Adhere to reporting obligations where there is suspected or discovered child abuse</li> </ul>
<b>Climate Change &amp; Sustainability</b>	<ul style="list-style-type: none"> <li>Help support Council's response to the climate emergency by helping facilitate a whole -of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Remain mindful of the requirements of the Victorian Charter of Human Rights at all times</li> <li>Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.</li> <li>Perform other duties as directed within the limits of acquired skills, knowledge, and training.</li> <li>At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees.</li> <li>At all times, comply with Council's Code of Conduct - Staff.</li> </ul>
<b>Diversity, inclusion and equity</b>	<ul style="list-style-type: none"> <li>Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: <ul style="list-style-type: none"> <li>zero tolerance of racism and expectations that staff will act on incidents of racism</li> <li>supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.</li> </ul> </li> </ul>
<b>Gender Equality</b>	<ul style="list-style-type: none"> <li>Support Council's response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner.</li> </ul>

## Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

## Vision and Hearing Requirements

- This position requires a vision test
- This position requires a hearing test

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
<b>Working independently</b> – ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Team based work</b> – works in a team of people and not exposed to isolation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communicating with others</b> – Verbally		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communicating with others</b> - Written		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Focused Attention to task</b> – high levels of attention required to minimise errors and ensure accuracy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Concentrating</b> – high levels of concentration required while completing required tasks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Planning and sequencing tasks and activities</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Decision making</b> – required to exercise sound decision making while completing all aspects of the position		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Problem solving</b> – requirement to develop sound solutions to novel or unusual problems arising during the course of the day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Reasoning</b> – required to exercise sound reasoning while completing all aspects of the position within defined scope		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Judgement</b> – required to exercise sound judgement while completing all aspects of the position within defined scope		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Short and long-term memory recall</b> – ready access to documented procedures or precedents to perform requirements of the position		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Emotional resilience</b> – exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Interruptions</b> – frequency of interruptions to daily work plans and requirement to change work plans at short		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
<i>notice</i>					

### Physical Requirements

- This position does not require more than 10-15% manual handling/physical exertion
- A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
<b>Mobility/Postures</b>					
<b>Sitting</b> – <i>stay in a seated position</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Standing</b> – <i>standing in an upright position, moving less than 3 steps</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Walking</b> – <i>In an upright position, moving more than 3 steps</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Crawling</b> – <i>Move on the hands &amp; knees or by dragging the body close to the ground</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Non-manual handling</b>					
<b>Crouch/squat</b> – <i>To lower the body by bending forward from legs and spine, buttocks on or near the heels</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling</b> – <i>To lower the body</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bending</b> – <i>To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b> – <i>Extending arms out in any direction</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Twisting/trunk rotation</b> – <i>Rotating the body to one side or the other without moving the feet</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fine manipulation/pinch grip</b> – <i>Fingers are on one side of the object and thumb on the other, typically without the object touching the palm</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Power/open hand grip</b> – <i>Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Writing/typing</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Climb ladders</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climb or descend stairs</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Low level work</b> – <i>Performing manual handling actions at or near ground level</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Manual Handling</b>					
<b>Lift/Carry/Hold</b> – <i>Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling</b> – <i>Applying force to move something away or closer to one's self, including static positions</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kilograms of force (kg.f)</b> – <i>Amount of force or effort required to perform a specific task or part of a task</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Weight requirements – lift, carry, push, pull or hold</b>					
1-5kg		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
5.1 – 10kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1 – 15kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1 – 20kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift floor to hip		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift waist to shoulder		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift overhead		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Band descriptors *(as defined in Council's Enterprise Agreement)*

These descriptors help to classify the position:

### Accountability and Extent of Authority

The position is directly held responsible for:

- Providing specialist advice to clients including client regulation with the freedom to act subject to regulations, policies and regular supervision. The effect of decisions and actions taken by this incumbent on individual clients may be significant, but it is usually subject to appeal or review by the Team Leader Strategic Planning or more senior employees where required.
- Providing formal input into policy development within the area of strategic planning and the Council's Planning Scheme. This work is usually of an investigative and analytical nature with the freedom to act prescribed by a more senior position. The quality of work can have a significant effect on the process of policy development.

### Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience.

#### Independently:

- Advice to internal stakeholders, consultants, developers and general public;
- Improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations.

#### With Input from Team Leader Strategic Planning, Manager Strategic & Environmental Planning:

- Development of Planning Scheme policies, codes of practice and projects;
- Development of Development Plans, Masterplans, Council strategies, etc;
- Planning decisions to Council.

#### Recommends and Identifies to Team Leader Strategic Planning, Manager Strategic & Environmental Planning:

- Planning decisions to Council and Council delegates;
- Approval of Development Plans, Masterplans, Council strategies etc.

#### Guidance:

- Guidance and advice are usually available from Team Leader Strategic Planning, Manager Strategic & Environmental Planning, and/or Executive Director City Futures.

### Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Proficiency in the application of a theoretical or scientific Strategic / Environmental Planning discipline, including the underlying principles as distinct from the practices.
- Demonstrated ability to:
  - apply skills across a wide range of urban planning considerations, responding to opportunities and issues in an innovative and productive manner;
  - manage outcomes in a timely and efficient manner, including identifying, developing, and managing strategic planning, open space and environmental projects or studies;
  - provide training in specialist areas as well as formal input into policy development within the area of strategic planning and the Council's Planning Scheme;

- effectively promote good design and planning, championing Council's vision across the organisation and city, thinking strategically and inspiring others to do likewise;
- effectively present strategies, plans and policies to community groups, Councillors, and colleagues; and
- reflect changing community aspirations in planning frameworks and keep abreast of commercial trends and development requirements.
- Assisting with the planning, coordination of the implementation of projects funded from Council's CIP budget and from external agencies.
- A demonstrated understanding of the long-term goals of the business unit and of the relevant policies of both the unit and the City Planning, Design and Amenity Directorate and its relationships with Council as a whole.

### **Management & Interpersonal skills**

The essential position requirements include:

- Skills in managing time, setting priorities, planning, and organising one's own work and where appropriate that of other employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Where appropriate managing other employees, requires an understanding of and the ability to implement HR practices including Equal Employment Opportunity (EEO), Occupational Health and Safety (OHS), training and development.
- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees where required.
- Ability to liaise with their counterparts in other organisations to discuss specialist strategic planning matters and with other employees in other functions in the Directorate to resolve intraorganizational problems.
- High level of interpersonal, verbal, and written communication skills, as well as presentation and advocacy skills, particularly for:
  - the discussion and resolution of specialist issues; and
  - writing and/or preparing professional reports/external correspondence in their field of expertise.

### **Verification & Approvals**

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Occupant</b>			

# Appendix

## Core Capability Framework – Team Member

### Relationship Management

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Demonstrates respect for the wide range of views and perspectives that are expressed in their teams
- Contributes effectively to team meetings
- Demonstrates commitment to team decisions
- Demonstrates respect for other team members

### Planning & Organising

Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Is able to explain the relationship between own work activities and the goals and objectives of the team
- Prioritises work based on the needs of the team
- Shares relevant information as and when appropriate
- Consistently does her/his share of the work

### People Development

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Is active in identifying opportunities for ongoing growth and development
- Seeks feedback with a view to personal and professional development
- Looks for opportunities to grow skills and knowledge
- Is proactive in managing own career development

### Future focused organisation

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves

- Incorporates key issues impacting the broader environment into the way they undertake their work
- Responds flexibly to change
- Shows resilience in times of change
- Seeks support during times of uncertainty

### Outcome orientation

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Demonstrates a willingness to take informed risks in solving client issues
- Ensures tasks are consistently completed to the required standard
- Responds promptly and appropriately to requests for service
- Consistently follows established practices and procedures

### Service focus

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Is friendly and responsive to clients/customers
- Strives to deliver quality client/customer outcomes
- Deals with client/customer issues with concern and a sense of importance

### Self-management

Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others

- Accepts personal responsibility for outcomes within their control
- Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience
- Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement
- Models Greater Dandenong's ethical and organisational standards



### **Safety, health and wellbeing**

Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered

- Acts decisively during times of ambiguity and pressure
- Actively participates in discussions and activities aimed at improving safety, health and wellbeing
- Takes responsibility for the personal safety, health and wellbeing of self and immediate others
- Supports and encourages colleagues to actively participate in safety, health and wellbeing initiatives

## **Council's REACH Values**

### **Respectful**

We respect and care about our community, each other and ourselves.

We act with integrity at all times and in all matters.

We take time to listen to and seek to understand the other point of view.

We strive to understand and respect the diversity of our community and our workplace.

We understand our role in the community and respect the responsibility that comes with

### **Creative**

We care about getting the best outcomes.

We constantly ask: What's the future and what's possible?

We have the courage to try new ideas.

We strive for excellence in everything we do.

### **Engaged**

We listen to our community and respond.

We work together with our community and each other, to achieve the best outcome.

We have the confidence to challenge the status quo, to reach for better outcomes.

We are action-oriented in identifying and responding to new challenges.

### **Honest**

We tell the truth, even when we know people may not want to hear it.

We form our opinions and give advice from sound, evidence based research.

We act with humility and apply the highest standards of ethical behaviour to everything we do.

### **Accountable**

We are proud of our city, our community and our achievements.

We spend our time and effort on solutions rather than looking for someone to blame.

We take responsibility for our actions.

