

## POSITION DESCRIPTION/SPECIFICATION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Strategic Planning Projects Officer	<b>Level</b>	7
<b>Business Unit</b>	Planning Services	<b>Position Number</b>	01674
<b>Directorate</b>	Planning and Community Development	<b>Date Established</b>	November 2022
<b>Reporting to</b>	Coordinator Urban Design and Policy	<b>Date Updated</b>	September 2024

### 2. KEY OBJECTIVES

- Undertake strategic planning initiatives, projects and assessments including policy and strategy development.
- Undertake the performance of the City's statutory planning function by examining, processing and reporting on major subdivision applications/clearances, structure plan applications and local planning scheme amendments.
- Provide professional planning advice to the general community, government agencies, developers, consultants and other City employees.

### 3. KEY ACCOUNTABILITIES

- Provide accurate and timely planning advice, information and recommendations/decisions in accordance with the City's protocols, procedures and relevant legislation.
- Ensure project work is undertaken in accordance with the requirements of the City's Project Management Framework and business unit plan.
- Prepare and review planning assessments and/or reports for decisions makers and determinations to ensure they are accurate and meet all statutory requirements.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

#### 4. **KEY ACTIVITIES**

##### **ACTIVITIES**

###### **Outcome: Land Use Planning**

- Prepare, review and assess local planning policies/schemes/strategies, local development plans, precinct structure plans, structure plans, subdivision referrals, clearances and development applications.
- Undertake research and prepare reports on strategic planning matters.
- Prepare correspondence and issue decisions.
- Research and prepare responses or information for the community, applicants, other business units, Elected Members, Members of Parliament and others on matters pertaining to strategic land use planning matters.
- Engage with stakeholders to receive appropriate advice on land use planning matters to enable accurate and informed reporting/decision making/information being provided.
- Proactively build positive working relationships with planning, building, infrastructure, compliance and environmental health to assist with resolution of planning related matters.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

###### **Outcome: Project Management**

- Undertake and assess projects relating to strategic planning, local planning policies/strategies, local development plans, structure plans and scheme amendments.
- Undertake project management tasks including setting priorities, establishing objectives, estimating times and scheduling activities.
- Deliver projects in accordance with agreed scope, timeframes and budgets.
- Prepare briefs for consultants undertaking planning related tasks and supervising the resulting work.
- Work in collaboration with other business units to implement strategic land use planning projects.
- Prepare relevant project reporting documentation.

###### **Outcome: Advice and Representation**

- Advise and assist the Coordinator and Manager on planning matters.
- Liaise with and provide professional advice to the general public, applicants, other City employees and government agencies regarding strategic land use planning.
- Respond to enquiries.
- Liaise with the City's Solicitors in relation to planning related legal matters.
- Attend and provide expert advice on behalf of the City at the State Administrative Tribunal or in Court.

###### **Outcome: Continuous Improvement**

- Maintain outcome focused work procedures using performance measures.
- Identify opportunities for improvement to procedures or systems that will increase efficiency and improve customer service.
- Contribute towards the identification, development, implementation and maintenance of operational procedures and policies.

## 5. **WORK RELATED REQUIREMENTS**

### **Essential Skills, Knowledge, Experience and Qualifications:**

#### **Highly Developed Skills in:**

- Verbal and written communication, including report writing.
- Interpersonal and negotiation.
- Decision making, analytical, research and design.
- Time management.
- Project management.
- Computer literacy including Microsoft Office.
- Customer service.
- Specialist ability to administer and interpret town planning, Local Government and associated legislation, local laws and procedures.

#### **Knowledge:**

- Comprehensive knowledge of the structure and function of Local, State and Commonwealth governments in relation to statutory town planning, environmental, land use and development issues.
- Comprehensive knowledge of and specialist skills to administer and interpret the Planning and Development Act 2005, Residential Design Codes and related legislation and government policies.
- Detailed knowledge of activities, processes and work practices relevant to development applications, subdivisions, local development plans, structure plans and local planning scheme amendments.
- Working knowledge of community participation processes and methodologies.
- Working knowledge of physical, natural, human and environmental factors and processes relevant to strategic planning.

#### **Experience:**

- Minimum of 2 years experience in strategic and/or statutory land use planning within the context of Local and/or State Government.
- Sound experience in the assessment, processing and reporting of development applications, subdivision applications and clearances, local development plans, structure plans, scheme amendments.
- Sound experience in the preparation of local development plans, structure plans, scheme amendments, strategies, policies and other project work.

#### **Qualifications/Clearances:**

- Tertiary qualifications appropriate to Urban and Regional Planning.
- Current WA 'C' Class Driver's License.

## 6. **EXTENT OF AUTHORITY**

- Exercises a degree of autonomy (advice is available on complex or unusual matters).
- Establishes work priorities and monitors workflow in area of responsibility.
- May exert influence on consultation and negotiation with internal business units, government agencies, developers and consultants to achieve satisfactory planning outcomes and meet the Council policies.
- Undertake a range of duties within work area, including problem definition, planning and the exercise of judgment. Complex decision making requiring analytical approach, development, creativity and adaptation where methods, procedures and processes are often not well defined and provision of expert advice.

**7. WORKING RELATIONSHIPS**

**Level of Supervision:**

- Works under limited direction.

**Internal:**

- Other Business Units.

**External:**

- Residents, ratepayers and the general public.
- Applicants.
- Government departments and agencies.
- City's legal advisors.
- Other Local Governments.

**8. POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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