

Position Description

Senior Strategic Land Use Planner

Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

Our Culture

A place that proudly delivers great things.

Working as One Team, we put people first. We take responsibility to build solutions for the future.

Our Values

As a values-based organisation, we demonstrate our values through our behaviours. These values guide everything we do.



A Achievement

Deliver agreed outcomes for our community



R Respect

Act with honesty and integrity



I Innovation

Seek better ways



S Simplicity

Easy to do business with



E Engagement

Provide opportunities for all to participate

Position Title	Senior Strategic Land Use Planner
Position Number(s)	CHB0316
Classification	Level 7
Reports to	Manager Strategy and Governance
Division	Strategy and Corporate
Department	Strategy & Governance
Direct reports	N/A

Position Purpose

The Senior Strategic Land Use Planner leads the delivery of efficient, transparent, and customer-focused land use policy and strategic planning services, including the Council's built heritage functions. The role supports the pursuit of outcomes that reflect the City of Holdfast Bay's strategic vision while ensuring Council meets its statutory obligations under the Planning, Development and Infrastructure Act 2016 (PDI Act).

Key Relationships/Interactions

Internal

- Executive and Senior Leadership Team
- Internal staff
- Elected Members and Council's Heritage Advisory Committee

External

- State Government Agencies
- Industry professionals and consultants
- Local residents, ratepayers and community groups

Special Conditions

- Some out of hours work may be required including attendance at official meetings of Council and its Committees.
- In line with Council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions and will be renewed upon expiry thereafter.
- An unencumbered South Australian Driver's Licence may be required.
- A satisfactory medical and/or functional assessment may be required.

Key Accountabilities

The Senior Strategic Land Use Planner is responsible for:

Project Management

- Undertake, coordinate and manage key strategic policy projects, including (but not limited to) the Local Housing Strategy, Code Amendments, precinct planning, infrastructure planning and master planning that will guide future land-use and builtform outcomes for the city.
- Prepare consultants briefs and ensure that the work undertaken by consultants meets key objectives, milestones, timeframe and budget.

Specialist Advice

- Provide specialist advice about land-use planning policy responses to emerging land use challenges and opportunities to enable the Council to anticipate and plan for changing community needs.
- Influence thinking within the organisation about potential responses to emerging strategic planning challenges and opportunities to enable the Council to anticipate and plan for changing community needs.
- Initiate, develop, lead and contribute to policies and strategies that enable Council to deliver on its Strategic Plan and align with relevant State objectives.
- Liaise with external consultants engaged in the preparation and delivery of privately initiated Development Plan Amendments, ensuring alignment with Council objectives and compliance with the Planning, Development and Infrastructure Act 2016.
- Inform decision making processes within Council by providing high quality, timely advice on urban policy matters.
- Drive strategic thinking and organisational alignment in developing proactive responses to emerging urban challenges and opportunities.
- Develop and undertake community engagement activities in relation to development of policies and strategies.
- Keep up to date with relevant information (international, national and state strategies, policies, trends) to support an integrated approach to policy development and the provision of expert advice.
- Undertake strategic research, project and policy development in relation to land use planning and property development for the City.

Stakeholder Relationships

- Establish and maintain relationships with government agencies, community groups and professional interest groups to support the delivery of planning strategies, policies and initiatives.

General Accountabilities

- Ensure timely and accurate preparation of reports for Council and the Development Assessment Panel.
- Provide high quality customer service to the City of Holdfast Bay's external and internal customers in accordance with Council's Strategic Plan.
- Representation of Council's interests in relevant public forums, meetings and hearings.

Selection Criteria

Qualifications	• A tertiary qualification in Urban and Regional Planning or related field. • A current member of the Planning Institute of Australia or eligible for membership	Essential
Technical Knowledge & Experience	• Comprehensive knowledge and understanding of South Australian development policy, legislation, guidelines and standards • An understanding of the Planning, Development and Infrastructure Act 2016, the Planning and Design Code and the procedures for its amendment. • A thorough understanding of the way urban infrastructure provision, housing, demographic change, the economy, transport, social development, facilities planning and community engagement interplay in a strategic land use planning environment. • Ability to translate land use planning and community infrastructure planning concepts and strategies into policies, plans and directional documents that are capable of being implemented. • Demonstrated ability to apply high level strategic and innovative thinking to complex and sensitive planning issues, including proven problem-solving ability and strong attention to detail. • An understanding of the principles of community engagement and experience in conducting community engagement programs. • Experience in the use of GIS programs and their application to land use planning	Essential Essential Essential Essential Essential
Personal Capabilities and Experience	• Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community • Ability to prioritise workload, meet set timelines, exercise initiative, work autonomously, and effectively contribute to a team. • Demonstrated strong and effective written, visual and verbal communication skills including report writing skills, presentations and interpersonal skills • Proven commitment to the provision of excellent customer service. • Ability to manage multiple tasks, balance competing priorities and produce high quality work within specified timeframes. • A sound understanding of the principles of community engagement, and relevant experience in leading community engagement programs. • Ability to be resilient, innovative, flexible and readily accommodate change • Demonstrated ability to analyse problems, evaluate alternatives, provide solutions and make decisions based on sound judgement	Essential Essential Essential Essential Essential Essential

Collaboration & Communication	• Demonstrated commitment to teamwork and the maintenance of a supportive work environment • Demonstrated capability to establish positive connections and engage in consultation, negotiation, and communication with staff, customers, volunteers and other stakeholders at various levels, both orally and in written form.	Essential Essential
Customer Service & Continuous Improvement	• Demonstrated commitment to customer service and continuous improvement • Actively participate and maintain a customer focused culture • Actively seek and suggest ways to improve work practices and outcomes	Essential Essential Essential
Corporate	• Proficiency with the Microsoft Office suite and use of corporate technology • Experience in the use of Technology One suite of applications	Essential Desirable
Government	• Experience working in a government environment	Desirable

Workplace Health and Safety and Return to Work Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular **Leaders** are responsible for:

- Abide by and enforce through supervision, safe work practices in line with policies and procedures;
- Develop, implement and continuously improve safe work systems, such as developing and review of operational level procedures, to control risks and manage emergencies in consultation with workers;
- Ensure that the workplace is safe and risk controls are implemented and monitored as required;
- Provide information, instruction, training and resources to ensure workers can carry out their work safely including discussion at meetings and tool box meetings;
- Investigate health and safety hazard and incident reports, record and implement identified corrective actions and close out the reports in a timely manner;
- Ensure work health and safety activities like work area inductions, workplace inspections, emergency exercises and worker mandatory training are completed and that the mandatory training reflects current needs;
- Consult with workers and Health and Safety Representatives on proposed changes to the workplace, work practices, policies or procedures that may affect their health and safety (meeting agendas and ad hoc);
- Seek opportunities to participate and promote health and safety related activities and engage with workers; and
- Promptly and effectively manage employees through work-related injury by participating in the rehabilitation process.
- Ensure contractors comply with Council and legislative requirements
- Provide and maintain appropriate personal protective equipment.

Corporate Systems Information and Data Management

Make certain that all corporate information, data and documents are recorded and handled within the approved corporate systems, following the organisation's established policies and procedures regarding data, information and records governance process, both in electronic and physical formats.

Performance Development Review (PDR)

Employees will actively engage in the Performance Development Review (PDR) process, which involves setting work priorities, tracking progress towards goals, and offering input on how individual skills can be enhanced in alignment with the role. Additionally, leaders will ensure PDR are completed on an annual basis for direct reporting staff.

Acknowledgement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Name: _____ Direct Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____