

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Senior Strategic Planner	
<b>Classification:</b> Band 7	<b>Effective Date:</b> March 2023
<b>Reports to:</b> Coordinator Strategic Planner	<b>Tenure:</b> Permanent

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

### CREATE - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

## Goal Statement

The position will assist with the development and achievement of the City Planning and Development Department's goals by delivering a range of planning and project management services relating to the Whitehorse Planning Scheme, key sites, creation and implementation of Council's strategies, as well as implementation of state and local government policy. The position will respond to requests for complex amendments, requests for reports and studies on strategic planning issues, with a focus on effective service delivery and commitment to high quality results.

## Key Responsibilities

### *Position Specific Responsibilities*

- Deliver a full range of quality town planning services, with an emphasis on strategic planning and customer focus, encompassing:
  - Processing and evaluation of requests for complex amendments as required.
  - Public consultation and mediation on major strategic planning matters.
  - Representation of Council's interests in regard to planning panels.
  - Administer delegations in accordance with the powers conferred in the instrument of delegations.
  - Administration and enforcement of the Whitehorse Planning Scheme, and associated legislation.
  - Provision of expert advice and direction to clients about the development and use of sites within the municipality.
- Day to day management of heritage-related matters (as required)
- Coordination of the Council's Heritage Assistance Fund (as required).
- Provide advice to Managers and staff across the organisation on significant strategic planning issues.
- Coordinate Council compliance with amendment processes, including public exhibition, reports to Council and panel hearings.
- Oversee and coordinate consultants in undertaking strategic projects, including developing tender briefs, coordinating tender evaluations, and undertaking the role of project manager for strategic projects.
- Develop and implement strategic planning strategies, review processes, monitor outcomes and maintain a positive user-experience of the team across the organisation and the community.
- Participate in the development and implementation of relevant strategies across the organisation, as needed.

- Monitor Planning Scheme amendments to ensure future potential for Council land is not compromised.
- Deputise for the Coordinator Strategic Planning, as required.
- Work in accordance with the Occupational Health & Safety Act, 1985 and Council's OHS Policies.

#### *Corporate Responsibilities*

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff or Contractors, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

#### **Accountability and Extent of Authority**

**Budget:** Assists Coordinator to develop and monitor program budget lines for relevant projects

**Staff responsibility:** Supervises relevant consultants, including Council's Heritage Advisor contract (as required). Assists in mentoring staff when relevant.

#### **Judgement and Decision Making**

- Defined within established procedures and guidelines using the application of a variety of processes.
- Decisions and actions are subject to review by senior employees.
- Guidance and advice are usually available within time to make decisions.
- Able to set own priorities to ensure that tasks are completed within required timeframes and to required standard.
- The incumbent fully briefs the Coordinator Strategic Planning on projects.

## Specialist Knowledge and Skills

### Certificates/Licences and/or Proficiency in:

- Extensive experience in problem solving, analytical and investigative skills in a planning role.
- Strong written and oral communication and presentation skills.
- Demonstrated and successful community consultation experience
- An understanding of key strategic planning issues in local government.
- Experience in heritage-related strategic planning projects (desirable).
- An understanding of key strategic planning issues in the City of Whitehorse (desirable).
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.

### Technology

- Proficiency in the application of the Microsoft suite of applications, geographic information systems and relevant workplace computer programs.

## Qualifications and Experience

- Qualifications in town planning, or other relevant discipline
- Successful experience in a town planning role, with an emphasis on strategic planning, ideally in a Local Government environment.
- Must have a thorough understanding of planning in an urban environment with a strong knowledge of the Victoria Planning Provisions, State policy and relevant legislation.

## Interpersonal Skills

- Strong communication and negotiation skills and the ability to understand and influence others.
- Demonstrated high level oral and written presentation skills, including the ability to write reports in field of expertise suitable for Council meetings.
- An ability to handle difficult situations.
- Strong presentation skills and the ability to represent the organisation in a public forum.
- Strong community consultation skills

### **Key Relationships:**

- Liaises and provides advice to all staff, residents, customers and proponents on complex strategic planning issues.
- The position is required to liaise and maintain professional relationships with proponents, consultants, government authorities, Department of Transport and Planning, VCAT, other government departments and authorities, other Municipal Councils, Planning Panels Victoria and non-government groups on a range of planning related matters.

### **Management Skills**

- Experience and ability in managing consultants.
- Ability to manage a variety of complex tasks with minimal supervision.
- Evidence of leadership abilities and project management skills.
- Skilled in managing time to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Able to remain calm in tense situations.
- Knowledge of and commitment to the principles of Equal Opportunity and Occupational Health and Safety.
- An achievement and results oriented attitude to the role.
- Evidence of a strong commitment to high quality outcomes and customer service.
- A commitment to organisational and team values and behaviours.

### **Key Selection Criteria**

1. Tertiary qualifications in relevant discipline, as well as extensive experience in the provision of strategic planning services, including in a Local Government context.
2. Demonstrated understanding of planning in an urban environment with a strong knowledge of the Victoria Planning Provisions, State government policy and relevant legislation.
3. Extensive project management skills and experience and leadership abilities.
4. Strong experience in community consultation. Strong communication and presentation skills which have led to successful negotiations, outcomes and/or resolution of specialist problems.
5. Demonstrated ability to oversee and coordinate consultants in undertaking strategic projects, including developing tender briefs, coordinating tender evaluation, and being project manager for strategic projects.
6. Strong commitment to organisational and team values and behaviours.

## Physical Requirements



### PHYSICAL AND FUNCTIONAL REQUIREMENTS CHECKLIST

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
<b>Standing</b> Tasks involve standing in an upright position.	<ul style="list-style-type: none"> <li>Meetings, including review, display and sorting of documents and site inspections</li> <li>Working at standing desks</li> </ul>	<p>Daily</p> <p>Daily, intervals across 7.6 hours</p>		
<b>Squatting</b> Tasks involve bending at the knees and ankles, full squat and semi squat posture.	<ul style="list-style-type: none"> <li>General tidying of area</li> <li>Accessing cupboards</li> </ul>	<p>Sometimes performed</p> <p>Sometimes performed</p>		
<b>Kneeling</b> Tasks involve bending at the knees and ankles.	<ul style="list-style-type: none"> <li>General tidying of area</li> <li>Accessing cupboards</li> </ul>	<p>Sometimes performed</p> <p>Sometimes performed</p>		
<b>Walking</b> Tasks involve walking on even/uneven surfaces.  Tasks involve walking up/down steep inclines.	<ul style="list-style-type: none"> <li>Regular short distances &lt; 50m, Trolley used when appropriate to aid in manual handling</li> </ul>	<p>Sometimes performed</p>		
<b>Lifting (Floor to waist)</b> Tasks involve raising, lowering or transferring objects ( $\leq 9\text{kg}$ ) from one	<ul style="list-style-type: none"> <li>Collecting, returning hard copy files</li> <li>Short distances, stable load &lt; 5kg</li> </ul>	<p>Sometimes performed</p>		

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
position to another, using the hands.				
<b>Lifting (Between waist and shoulder)</b> Tasks involve raising, lowering or transferring objects ( $\leq 9\text{kg}$ ) from one position to another, using the hands.	<ul style="list-style-type: none"> <li>Collecting, returning hard copy files</li> <li>Short distances, stable load <math>&lt; 5\text{kg}</math></li> <li>Loading objects into vehicle</li> </ul>	Sometimes performed  Sometimes performed  Occasional		
<b>Reaching forward</b> Tasks involve forward reaching with the arms extended.	<ul style="list-style-type: none"> <li>General tidying of area</li> <li>Accessing cupboards</li> <li>Loading objects into vehicle</li> </ul>	Occasional  Once per day  Occasional		
<b>Pushing/Pulling</b> Tasks involve pushing objects away from the body or pulling objects towards the body (also includes striking or jerking).	<ul style="list-style-type: none"> <li>Movement of objects, documents and other equipment at workstation or elsewhere in the office</li> </ul>	Occasional		
<b>Hand/arm dexterity</b> Tasks involve use of hands and arms like wrist and/or elbow flexion and extension (i.e. typing, stacking).	<ul style="list-style-type: none"> <li>Photocopying of documents</li> <li>Using the telephone</li> <li>Moving items around desk</li> </ul>	Daily, intervals across 7.6 hours  Up to 7.6 hours a day, head set offered, supplied phone headsets recommended  Daily, intervals across 7.6 hours		
<b>Handwriting</b> Tasks that require the production of written material to record or	<ul style="list-style-type: none"> <li>Taking notes</li> </ul>	Daily (if not undertaken electronically)		



Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
communicate information.				
<b>Keyboard duties</b> Task involve sitting at workstation and using computer.	<ul style="list-style-type: none"> <li>Data Entry, emails, Phone interaction, reports, correspondence etc</li> </ul>	Daily, intensively, with intervals across 7.6 hours		

#### COGNITIVE AND PSYCHOSOCIAL DEMANDS

Psychological Demand	Required to perform roles and responsibilities of the job? (Tick appropriate option)				Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Unlikely	Possible	Occasionally	Regularly		
<b>Adaptability and flexibility</b> Ability to work effectively in the midst of change or rigid constraints. Adapts to changing needs, conditions and work responsibilities.				✓		
<b>Decision making</b> The ability to work effectively when analysing problems, organising information, resolving issues or generating solutions.				✓		
<b>Degree of Self-Supervision</b> The ability to work effectively without supervision.				✓		



Psychological Demand	Required to perform roles and responsibilities of the job? (Tick appropriate option)				Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Unlikely	Possible	Occasionally	Regularly		
<b>Exposure to Confrontational Situations</b>  Ability to work effectively when confronted by an individual or encountering confrontational situations requiring the employee to take action.			✓			
<b>Problem Solving and Analysis</b>  The ability to work effectively at solving problems and analysing situations and information.				✓		

#### PHYSICAL FUNCTIONAL DEMANDS (SENSORY)

Sensory Demand	Required to perform roles and responsibilities of the job?			Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Always	Often	Never		
<b>Vision</b> Tasks involve use of eyes as an integral part of task performance e.g. looking at computer screen, keyboard, etc., peripheral vision.	Necessary in order to effectively and safely perform roles and responsibilities.				
<b>Hearing</b> Use of hearing is an integral part of work performance e.g. telephone enquiries.	Necessary in order to effectively and safely perform roles and responsibilities.				

Sensory Demand	Required to perform roles and responsibilities of the job?			Assessor: <i>Can candidate perform demand (Y/P/N)?</i>	Comments
	Always	Often	Never		
<b>Smell</b> Tasks involve the use of smell as an integral part of the task performance e.g. working with chemicals.			Needed in some instances to effectively and safely perform roles and responsibilities.		
<b>Touch</b> Tasks involve the use of touch integral to task performance.	Necessary in order to effectively and safely perform roles and responsibilities.				

**Mandatory Personal Protective Equipment:**

- Sun protection (eg: skin coverage, eye protection, hat, sunscreen)
- Appropriate footwear, high vis vest and hard hat (where relevant) for site inspections
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**Any other relevant comments:**

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