



Job Title	Executive Strategic Planner
Division/Unit	City Strategy
Position Reports To	Group Manager – Strategic Planning, Heritage and Place Planning
Date of Assessment	10 June 2021
Hours/Days of Work	Days: Monday to Friday (35 hours) Hours: 9am to 5pm
Variable Hours	<input type="checkbox"/> Overtime <input type="checkbox"/> On Call <input type="checkbox"/> Call Outs
Break/Rest Periods	30-minute lunchbreak (60-minutes optional)
Location	Chambers – 8 Conder Street Burwood.

Work Environment

Most work is based at Chambers.

Role Description

This position reports to Council's Group Manager Strategic Planning, Heritage and Place Planning but works autonomously providing specialist advice on strategic planning relevant to the Burwood Local Government Area

The Executive Planner will support the Group Manager in the delivery of solutions to complex planning issues including the creating of a contemporary strategic planning document for the long term development of Burwood, based on strong community and business vision for the area. This role will require you to envision, translate and interpret urban renewal, master plan and place making outcomes into effective planning policy for Council.

In collaboration with the Group Manager, the role includes the guiding and mentoring of early professionals within the team, leadership and delivery of projects issued to you by the Group Manager and effective engagement with both internal and external stakeholders.

Other duties may include the provision of advice to the Building and Development Team in the areas of heritage, urban design or related matters.

Contribute to the creation of an inspirational and innovative long term vision for Burwood that advances community and business needs and interests. This is to be achieved through the provision of timely and expert strategic planning advice and preparation of supporting planning documents.

Ensure that Burwood Council continues to develop a strong approach to place making and urban design that advances Burwood as a unique place that is supportive of a diverse community and attractive as a destination for new businesses and investment. This will be achieved through the delivery of a contemporary and effective strategic planning policy and initiatives.

Provide excellent customer service in the provision of advice or assistance to applicants, members of the community or any other internal or external stakeholders, in relation to the provision of advice and support on matters under the management of the Strategic Planning Team.

Provide senior officer leadership and support to the Group Manager in the creation of a positive, creative and collaborative team culture and provide advice and support to other team members in the delivery of their general workload and professional development.

Ensure that all strategic planning projects, under your management, are of a high quality, completed on time and within budget allocations. Including effective project leadership, management of external consultancy teams and application of astute financial controls.

Supervise and contribute to the review, assessment or preparation of new planning documents including Council LEPs, DCPs, codes, planning proposals, planning agreements and policies in line with best practice.

Ensure that all new strategic documents are consistent with Council's Corporate Strategic Plan and Management Plan.

Provide advice to Council on the implications of State Government Planning initiatives and new policy. Including the provision of detailed recommendations to Council to support new or emerging strategic planning objectives.

Oversee, maintain and improve Council's databases including new planning instruments, VPA matters, heritage conservation or other reportable statistical information.

Develop a collaborative network based on liaison with other Council departments, other Councils, government departments, regional organisations, community and focus groups.

Use Council's authorised recordkeeping system to create and receive documents including emails, in accordance with Council's Records Management Plan.

Summary of All Physical Requirements of the Job

- Occasional standing and walking.
- Occasional sitting.
- Occasional gripping and grabbing.
- Occasional lifting up to 0-3kg, occasional lifting up to 10kg.
- Eyesight must be appropriate for performing of work and doing paperwork however 20:20 vision is not required and the wearing of glasses is appropriate.

Cognitive Requirements/Skills

- Ability to work autonomously.
- Highly developed interpersonal, and written communication skills with accuracy and attention to detail and the ability to edit and proof read documents and official Council correspondence
- Excellent communication ability with skills to effectively write, edit and discuss information of a general and complex nature
- Understanding and commitment to ensure confidential handling of sensitive information.
- Demonstrated ability to quickly understand strategic priorities and influence key stakeholders.
- Experience working within a team environment and coordinating project teams.
- Well-developed facilitation and presentation skills.

Other Skills Required

- Knowledge of software applications – Content Manager, Customer Request Management (CRM) or Technology 1
- Knowledge of the government activities and responsibilities.

Psychosocial

Supervision	Supervision is available; however, there is a high degree of autonomy in the role so the ability to work unsupervised is required.
Pacing and workflow	Pacing and workflow is largely dependent on the workload, so it varies from day to day.
Work organisation	Good work organisation is required particularly when contributing to a professional and compatible work environment by providing a helpful, efficient and courteous service to reflect a positive corporate image of the Council.
Accuracy/attention to detail	Accuracy and attention to detail are important to ensure that major issues and key personnel who interact with the Executive Team that are supported by this position.

Manual Handling

	Weight	Frequency	Comments
Lifting	0-3kg	Occasionally	Paperwork.
	Up to 10kg	Occasionally	
	Over 10kg	Occasionally	
Carrying	As above	As above	

Tools Used

Tool	Weight	Comments
Computer	N/A	Daily data entry

Balance

	Exposure To	Comments
Level ground	Yes	When walking throughout Chambers
Uneven ground	No	N/A
Unprotected heights or high levels	No	N/A

Environmental Conditions

Temperature	Temperature in outdoor locations is dependent on the weather and can vary significantly.
Lighting	Lighting in outdoor areas is dependent on the weather and can vary significantly.
Noise	Noise in Chambers is a low level. Noise in the community may vary.
Dangerous substances	Nil

Environmental Conditions

Flooring	Chambers is carpeted
Access	Access to Chambers Area

Environmental Conditions Other

	Exposure To	Comments
Inside work	Yes	In Chambers
Night work	N/A	N/A
Extreme heat	No	N/A
Extreme cold	No	N/A
Humid or wet	No	N/A
Noise	Yes	Noise is often low level in the office.
Vibration	No	N/A
Mechanical hazards	No	N/A
Electrical hazards	No	N/A
Risk of burns	No	N/A
Radiant energy	No	N/A
Poor ventilation	No	N/A
Moving objects	No	N/A
Sharp tools	No	N/A
Cluttered or slippery floors	Limited	Usually nil exposure to cluttered or slipper floors however occasionally may experience this.
Elevated surfaces	No	N/A
Lighting	Yes	Lighting in Chambers is electrical.
Exposure to fumes/ odours/ dusts/mists/ gases/chemicals	No	N/A
Exposure to biological hazards	No	N/A

Sensory/Communication

	Required	Comments
Vision	Yes	High levels of visual perception are required
Hearing	Yes	General liaison with other workers
Speech	Yes	Effective communication between the General Managers' Office, Directors and other relevant staff.
Reading	Yes	Completion of paperwork as required.
Writing	Yes	Completion of paperwork as required.
Numerical ability	Yes	Completion of paperwork as required.

List of Job Tasks

Working at the desk	100%
TOTAL	100%

Job Tasks

Working at Desk/ Other duties		<ul style="list-style-type: none"> • Preparing Report • Answering phone 			Comments
Physical Demands	Never 0%	Occasional 1-33%	Frequent 34-66%	Constant 67-100%	
Sitting			X		This is a sitting/ standing task.
Standing				X	Standing and walking is required.
Walking				X	
Stairs		X			Occasional
Squatting		X			Standing and walking only for this task. May need to squat, kneel or bend if arranging daily commitments
Kneeling		X			
Bending spine/ hip			X		Frequent bending of spine and hip when removing, lifting or positioning equipment.
Working above shoulder height	X				Nil
Reaching forwards	X				Nil.
Reaching to the side		X			May reach sideways for paperwork
Gripping/ grabbing		X			Occasional gripping when handling paperwork
Pushing	X				N/A
Pulling	X				
Lifting		X			Occasional lifting 0-3kg.
Carrying		X			Frequent carrying paperwork 0-3kg.
Whole body vibration	X				Nil
Fine hand coordination	X				Nil
Tools and equipment used	<ul style="list-style-type: none"> • Computer • Pen • Phone 				
Adaptive devices available	No adaptive devices are readily available .				
Brief description of their use	N/A				
Task rotation	N/A				

Working at Desk/ Other duties

- **Preparing Report**
- **Answering phone**

PPE required

N/A