



POSITION DESCRIPTION

POSITION DETAILS

Position Title	Executive Strategic Planner
Directorate	City Strategy
Unit	
Team	
Reports To	Group Manager – Strategic Planning, Heritage and Place Planning
Supervises	Nil
Grade	7 (Evaluation completed)
Date Prepared	23 rd March 2021
Date Last Updated	23 rd March 2021

1. POSITION PURPOSE

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 creation 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.

Depending upon your professional background, other duties may include the provision of advice to the Building and Development Team in the areas of heritage, urban design or related matters.

2. ACCOUNTABILITIES

1. 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.
 2. 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.
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3. 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.
4. 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
5. 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.
6. 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.
7. Ensure that all new strategic documents are consistent with Council's Corporate Strategic Plan and Management Plan.
8. 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.
9. Oversee, maintain and improve Council's databases including new planning instruments, VPA matters, heritage conservation or other reportable statistical information.
10. Develop a collaborative network based on liaison with other Council departments, other Councils, government departments, regional organisations, community and focus groups.
11. Use Council's authorised recordkeeping system to create and receive documents including emails, in accordance with Council's Records Management Plan.

3. SELECTION CRITERIA

ESSENTIAL CRITERIA

1. A tertiary qualification in urban planning or an associated discipline.
2. Demonstrated experience in project management with ability to lead and manage complex projects and studies with multi-disciplinary team members.
3. Demonstrated experience in strategic land use planning and master planning, including the preparation and implementation of planning instruments, policies and strategic master plan documents.
4. Sound knowledge of NSW planning legislation.
5. Demonstrated ability to provide clear verbal and/or written advice and interpretation of planning policy to staff and the public.



6. Demonstrated ability to represent Council and provide input to various forums with other Councils and State Government agencies.
7. High level report writing, organisation and communication skills and good attention to detail.
8. Demonstrated ability to deal with conflicting priorities and to meet deadlines.
9. Demonstrate a commitment to Equal Employment Opportunity (EEO), Work Health & Safety (WH&S) and Cultural Diversity principles.

DESIRABLE CRITERIA

1. Qualifications or experience in economic development, heritage conservation, urban design or community engagement would be highly regarded.
2. Experience in graphic design software such as InDesign, use of 3D modelling tools or similar urban analytic tools and built form testing.
3. Experience in GIS applications.
4. Experience working with or for Local or State Government.
5. NSW Drivers License.

4. WH&S RESPONSIBILITIES

All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's policies and procedures relating to Workplace Health and Safety.

5. CODE OF CONDUCT

All employees are required to adhere to the Code of Conduct.

6. POLICIES, CORPORATE PRACTICES AND PROCEDURES

All employees are required to comply with Council's policies, corporate practices. Procedures and guidelines.

7. RECORDS MANAGEMENT

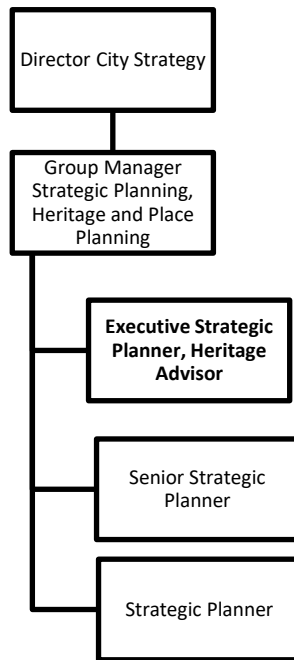
All employees are required to comply with Council's records and information management policies, procedures and guidelines.

8. LIMITS OF AUTHORITY

This position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's delegations of functions.



9. ORGANISATIONAL RELATIONSHIPS





10. EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Name

Signature

Date

11. PEOPLE AND CULTURE USE ONLY

Item	Yes	No
1. Does this position fall under the definition of child related employment?		
2. Does this position require incumbent to undergo criminal reference check?		
3. Does this position require incumbent to possess a driving licence? Licence Required – C Class		
4. Is this position identified as one with 'Designated Person' status under section 4.8 of the Burwood Council Code of Conduct, and thus oblige the occupant to routinely lodge Disclosure of Interest Returns in accordance with the Code?		