

CITY OF GREATER GEELONG

POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

POSITION TITLE:	Coordinator Planning Strategy
POSITION NUMBER:	1817
DIVISION:	Planning & Development
DEPARTMENT:	Planning Strategy & Urban Growth
CLASSIFICATION:	Band 8
REPORTS TO:	Manager Planning Strategy & Urban Growth
DIRECTLY MANAGES:	Planning Strategy unit members (multiple)
INTERNAL LIAISONS:	Employees at all levels of the business; Councillors (or Administrators)
EXTERNAL LIAISONS:	Ratepayers and businesses, community representatives and consultants advisory groups, government departments and agencies
DATE:	April 2017

POSITION OBJECTIVES:

The Planning Strategy Unit manages the delivery of strategic planning projects to ensure that the City's policies are up to date, relevant and adequately respond to current needs. The Unit delivers land use planning projects, structure planning projects, urban design frameworks, changes to planning policy and manages the City's contribution to the Future Proofing Geelong project.

The Coordinator is responsible for all facets of service and program delivery of the Unit, ensuring the delivery of successful outcomes aligned to the Council values and plans. As a people leader, the Coordinator is also accountable for providing highly effective leadership, ensuring they role model Council values to the highest level.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Role model and promote Council values in all aspects of duty.
2. Provide effective people leadership to the Unit focused on achieving success through the continued development of team capability, performance and engagement.
3. Competently manage all aspects of the Unit's business planning requirements including development and delivery of budget bids, and short and long term business and work plans.
4. Retain overall accountability for the performance of the Unit, shaping and developing high-level strategic and operational plans and translating those plans into actionable goals and deliverable outcomes.
5. Provide expert advice to a range of senior stakeholders on strategic planning issues.

6. Deliver strategic planning projects relating to settlement planning, retail and employment planning, structure planning, policy development and reviews.
7. Provide project oversight of Council's contribution to the Future Proofing Geelong project.
8. Develop and maintain strong and effective working relationships with key stakeholders including land owners, key developer groups, internal Council units and major government agencies to ensure effective project delivery, coordination and support across Council and government.
9. Undertake responsibilities as a member of Council's Development Hearings Panel.
10. Represent Council at Planning Panels, Ministerial Committees and similar as required.
11. Provide high-level and considered advice to inform various strategies and projects being undertaken by Council and external authorities and developers.
12. Review and formulate expert advice to inform policies as designated, ensuring compliance with applicable legislation, statutory requirements and industry best-practice.
13. As a member of the Planning Strategy & Urban Growth leadership group, support and drive cultural change in line with established Council people strategies.
14. Adhere to all Council policies and procedures relevant to this position.
15. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values and Behaviours:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OH&S policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity e.g. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

Essential:

1. Exceptional people management skills with demonstrated success in leading high-performing teams to deliver results.
2. Relevant tertiary qualification and extensive experience in planning with a strong knowledge and understanding of relevant legislation, in particular the Planning and Environment Act and Local Government Act .
3. Highly developed research, analytical and project management skills, preferably within a strategic planning and local government environment.
4. Ability to manage resources to effectively and efficiently deliver a work program on time and on budget.
5. Outstanding communication skills, both verbal and written, including the ability to successfully negotiate, influence and resolve complex issues.
6. Sound knowledge of relevant legislation, policies and practices related to strategic planning inclusive OH&S obligations.
7. Proven interpersonal skills with experience in dealing effectively with a diverse range of stakeholders, both internal and external to the organisation.
8. Strong experience in business planning and management, including budget development, financial management, resource management, and complex reporting.
9. Commitment to adhering to the Council code of conduct and values.

Desirable:

10. Knowledge or understanding of GIS and contemporary computer based property systems generally in use in local government environments.
11. Postgraduate qualification sufficient to satisfy the entry requirements of the Planning Institute Australia (PIA).
12. Appreciation of low carbon growth initiatives in the local government sector.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for significant work planning, strategy formulation and program delivery inclusive management of resources, quality, effectiveness, cost and timeliness.
- Acts as the Council subject matter expert (SME) in strategic planning, responsible for the provision of specialist advice which contributes to informed decision making by Council.
- Leads the City of Greater Geelong to embrace new ideas and better ways to work.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- This position is a highly independent specialised leadership role where decisions will reflect professional and complex judgements in situations where precedent/s may not exist.
- Autonomously manages and successfully resolves highly complex issues and/or matters which may require the development of suitable procedures.
- Ability to make decisions that relate to the technical aspects of the role.
- Counsel and guidance will be available from the Manager Planning Strategy & Urban Growth.

SPECIALIST SKILLS AND KNOWLEDGE:

- Knowledge and understanding of contemporary planning theory and techniques, strategic urban and regional planning, commensurate with the designation of an SME.
- An innate understanding of relevant legislative and regulatory frameworks including national, state and local planning policy directions and regulatory processes.
- Solid understanding of business planning and financial management practices and systems
- Highly developed analytical, research and investigation skills.
- Excellent project management skills and demonstrated ability to deliver key outcomes on time and within budget are essential.

MANAGEMENT SKILLS:

- Experience in sourcing, engaging and overseeing appropriate consultants where required.
- Excellent leadership skills with the capacity to “lead, inspire and motivate”, monitor and manage individual and team workflows and priorities to achieve leading service delivery and performance.
- Good understanding of people management and employee relations practices including successfully resolving workplace issues and/or matters with the support of the Manager Planning Strategy & Urban Growth and the HR Business Partner.

INTERPERSONAL SKILLS:

- Capacity to effectively lead a multi-functional team of subject matter specialists to deliver high-quality outcomes within an ambiguous and high-pressured environment.
- Proactive, positive and professional attitude with a flexible approach.
- Expert crisis management capability with extensive experience in negotiating successful resolutions with a diverse range of internal and external stakeholders.
- Outstanding communication skills with the ability to positively negotiate and influence in order to effectively deliver solid results for the City.

QUALIFICATIONS AND EXPERIENCE:

- Extensive experience in town planning at a strategic level.
- Demonstrated project management experience in a planning environment.
- Current Victorian Driver Licence.
- Significant experience in planning office or consultancy, town planning at a strategic level, and local government (desirable) .
- Post-graduate qualification/s sufficient to satisfy the entry requirements of the Planning Institute Australia (PIA) would be highly regarded.

HOW TO APPLY

Applications close: 5:00pm Friday 28 April 2017

Contact Person: Tim Hellsten, Manager Planning Strategy & Urban Growth,
03 5272 5023

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment Administration Officer
People and Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

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