

Randwick City Council



Position Description and Person Specification

Name of Occupant:

Position: Coordinator Strategic Planning

Position Number:

Award Placement: Grade 18

Date Last Amended: August 2013

Division: City Planning

Department: Strategic Planning

Unit:

Position Title of Supervisor: Manager Strategic Planning

Positions Reporting to this Position:

Direct:

Indirect:

Senior Environmental Planning Officer/s

Environmental Planning Officer/s

Technical/Research Assistant

Administrative Assistant

Consultants may report directly to this position from time to time

Signature of Occupant

Date

1. Purpose of Position

- 1.1 To provide effective leadership and direction within the Strategic Planning team, by the development and promotion of a motivated, cohesive and committed team environment, with a vision and focus encompassing change management strategies.
- 1.2 Lead and coordinate a Strategic Planning team in the review and development of policies and plans to ensure that there is an up-to-date, effective and efficient framework for strategic planning in Randwick City.
- 1.3 To provide for the management, research, development, negotiation and implementation of Council's strategic plans and policies.

2. Organisational Relationships

- 2.1 **Position Title(s) of Supervisor(s):**
Manager Strategic Planning
- 2.2 **Position Title(s) that also report to Supervisor:**
Coordinators Strategic Planning
Consultants
- 2.3 **Title(s) of Positions that report to this Position:**
Senior Environmental Planning Officer/s
Environmental Planning Officer/s
Technical/Research Assistant
Administrative Assistant
Consultants

3. Budget Management

- 3.1 **Expenditure:**
\$ Nil
- 3.2 **Revenue:**
\$ Nil
- 3.3 **Value of Contracts Managed:**
\$ Nil

4. Challenges / Problem Solving

- 4.1 Developing an effective environmental planning framework as a basis for development assessment and environmental management, for the benefit of Randwick residents.
- 4.2 Advising Council on relevant planning matters requiring policy development or appropriate action.
- 4.3 Researching and responding to changing community needs and expectations for the built and natural environment.
- 4.4 Assessing and resolving complex problems relating to planning issues and processes.
- 4.5 Assisting in enhancing the productivity, work quality and public perception of Council's Strategic Planning.

5. Decision Making

- 5.1 Make decisions in consultation with relevant staff relating to the development of policies, plans and other tasks for the Strategic Planning department.
- 5.2 Make decisions relating to staff and resource management within a Strategic Planning team.
- 5.3 Develop, implement and evaluate policies and plans to enhance the environment of the City.
- 5.4 Make day to day decisions using sound judgement on operational matters relevant to the fulfilment and requirements of the position.
- 5.5 Interpret, negotiate and resolve community planning / policy related problems or issues.

6. Communication

- 6.1 With members of the Strategic Planning department.
- 6.2 With Councillors, all departments, sections and individuals as required in response to Strategic Planning matters.
- 6.3 With local residents, community service providers, groups and Government departments as appropriate.
- 6.4 With external consultants.

7. Specific Accountabilities

- 7.1 **Accountabilities:**
 - 7.1.1 Deliver appropriate and effective planning, research and policy advice for Council, which contributes to the enhancement of the natural, built, social and economic environment of Randwick City.
 - 7.1.2 Supervise, lead and develop a small team of staff and consultants including the allocation of work tasks, work programs and performance reviews.
 - 7.1.3 Prepare and submit Strategic Planning budget, Management Plan, Monthly / Annual Reporting requirements.
 - 7.1.4 Assist the Manager and contribute positively to the effective operation of the Strategic Planning department.
 - 7.1.5 Review, analyse and keep abreast of relevant State and Commonwealth policies and plans which impact on Council and the Randwick Community.
 - 7.1.6 Develop strategic and statutory policies and plans to ensure that there is an effective planning framework for the management of the built, natural, social and economic environment of Randwick City.
 - 7.1.7 Prepare, review and amend Local environmental studies, Local Environmental Plans, Development Control Plans and other statutory plans and policies.
 - 7.1.8 Prepare accurate and timely correspondence, reports and publications on a range of planning issues.
 - 7.1.9 Provide strategic planning advice on Development Applications and assist with the assessment of Development Applications.
 - 7.1.10 Encourage community participation in the planning processes.

- 7.1.11 Actively liaise and consult with local committees, residents and resident groups and Government departments in the development of appropriate Council responses.
- 7.1.12 Actively liaise with staff across Council departments to ensure that planning issues / priorities are reflected in the delivery of Council services and facilities.
- 7.1.13 Provide briefings and presentations to Councillors, other Council divisions and the community.
- 7.1.14 Represent Council at various community meetings and committees.
- 7.1.15 Respond to correspondence, enquiries and complaints.
- 7.1.16 Organise mediation and negotiate/mediate with applicants and objectors to break deadlocks.
- 7.1.17 Issue Planning Certificates.
- 7.1.18 Prepare evidence and appear as an expert witness in the Land and Environment Court.
- 7.1.19 Assist in organising duty rosters and act a Duty Planner on a rostered basis, as required.
- 7.1.20 Act in the position of Manager Strategic Planning when required.
- 7.1.21 Demonstrate a commitment to Council values and encourage the same from staff in the department.
- 7.1.22 Other responsibilities and tasks as determined by the Manager Strategic Planning and Director City Planning.

7.2 Performance Measures:

- 7.2.1 Effective, accurate and timely strategic planning advice provided to Council.
- 7.2.2 Staff direction provided in relation to the operation of the Strategic Planning department and the work tasks and performance management of the team.
- 7.2.3 Policies and plans developed which reflect and address identified needs and priorities and are in accordance with the *Environmental Planning and Assessment Act* and other relevant legislation.
- 7.2.4 All reports and correspondence are prepared within required deadlines and to best practice professional standards.
- 7.2.5 High level of service to all customers.

8. Work Health and Safety

8.1 Accountabilities:

- 8.1.1 Provide a safe workplace and immediately deal with unsafe or unhealthy conditions or behaviour.
- 8.1.2 Ensure that staff understand and apply safe work methods in the workplace.
- 8.1.3 Ensure that staff report / document all accidents, incidents and hazards which occur in the workplace and ensure that corrective action is implemented where necessary.

8.2 Performance Measures:

- 8.2.1 Safe working environment maintained for staff.

- 8.2.2 Safe work methods understood and applied by staff.
- 8.2.3 All accidents and incidents documented and reported as required by Council policy.

9. Financial Management Accountabilities

9.1 Accountabilities:

- 9.1.1 Contribute to the preparation of budget reports and reviews related to the Strategic Planning department.
- 9.1.2 Apply knowledge of Council's financial system to monitor expenditure against budget allocations and ensure expenditure is within budget.
- 9.1.3 Ensure adequate security, care and maintenance of relevant Council assets.
- 9.1.4 Undertake financial responsibilities in accordance with Council policies and procedures.

9.2 Performance Measures:

- 9.2.1 Budget reports and reviews prepared and submitted.
- 9.2.2 Expenditure monitored and within budget.
- 9.2.3 Council policies and procedures followed, in relation to financial responsibilities.

10. Corporate Accountabilities

10.1 Accountabilities:

- 10.1.1 Communicate / support Council outcomes, resolutions and strategic objectives as well as contribute to the achievement of management / operational plans.
- 10.1.2 Communicate to staff Council directions and values.
- 10.1.3 Monitor and appraise team member performance against agreed results.
- 10.1.4 Provide team direction / leadership and motivate team members to achieve outcomes.
- 10.1.5 Identify process improvement opportunities and refine work practices accordingly.

10.2 Performance Measures:

- 10.2.1 Council outcomes, resolutions, objectives and plans communicated to staff.
- 10.2.2 Performance reviews undertaken and staff performance managed.
- 10.2.3 Improvements in work practices identified and implemented.

11. Knowledge, Skills and Experience

Essential Criteria:

- 11.1 Relevant tertiary qualifications in Planning, or a related discipline.
- 11.2 Extensive relevant work experience with demonstrated expertise / knowledge in managing the planning process.
- 11.3 Demonstrated knowledge of the *Environmental Planning and Assessment Act* and other relevant planning legislation.

- 11.4 Demonstrated understanding and skills in preparing environmental planning instruments, other plans, policies and guidelines.
- 11.4 Demonstrated well developed project management skills and ability, combined with expertise and experience in change management processes.
- 11.5 Demonstrated success in providing leadership to a small team to achieve outcomes and evolving goals, with minimal supervision.
- 11.6 High level oral and written communication skills including community consultation, research, report writing and policy development.
- 11.7 Well developed financial management skills and demonstrated experience in budget management.
- 11.8 Demonstrated ability to work cooperatively and productively within an organisation and build relationships with internal and external stakeholders.
- 11.9 Demonstrated experience and ability to approach problem solving in a flexible and resourceful manner.
- 11.10 Demonstrated commitment to EEO, WH&S and principles for a culturally diverse society.
- 11.11 Class C drivers licence.

Desirable Skills and Abilities:

- 11.12 Experience working in a Local Government context.
- 11.13 Working knowledge of Council's online computer applications e.g. Kronos, TRIM, GL
- 11.14 Demonstrated computer literacy skills including word, excel, internet applications and property information systems.