

WHITEHORSE CITY COUNCIL

Position description

Job title: Senior Strategic Planner	
Classification: Band 7 (Annualised)	Effective Date: January 2025
Reports to: Coordinator Strategic Planning	Tenure: Permanent Full Time

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**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all 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 in the development and achievement of the City Planning and Development Department's goals by contributing to the implementation and review of the Whitehorse Planning Scheme and drive as appropriate, the implementation of key state and local government policy. The position will develop and coordinate reports, amendments and studies on major strategic land use issues, with a focus on effective service delivery and commitment to quality.

Key Responsibilities

Position Specific Responsibilities

- Deliver a range of quality town planning services across the organisation, encompassing:
 - Preparation of strategic planning statements and policies, including research and development of site-specific controls.
 - Public consultation on strategic planning matters.
 - Administration of the municipal Planning Scheme.
 - Implementation of metropolitan strategy, as it applies to the City of Whitehorse.
- Provide advice to Managers and staff across the organisation on significant strategic planning issues.
- Deputise for the Coordinator Strategic Planning, as required.
- Coordinate Council compliance with amendment processes, including public exhibition, reports to Council and panel hearings, and prepare submissions or evidence for planning panel processes where necessary.
- Oversee and coordinate consultants and other staff in undertaking strategic projects. This will involve developing tender briefs, coordinating tender evaluation, and acting as project manager for strategic projects.
- Critically examine issues arising from the Victorian Civil and Administrative Tribunal's and Planning Panels Victoria consideration of planning policy.
- Monitor Planning Scheme amendments to ensure future potential for Council land is not compromised.
- Develop and implement appropriate strategies, including co-ordination of steering committees, liaison with community groups and affected parties, to ensure a positive and customer responsive image of the team across the organisation and the community.

- Liaise with the Department of Transport and Planning, other municipal Councils, other government authorities, and non-government groups on a range of planning related matters, including representing Council on various committees, where appropriate.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: Develop and monitor program budget lines for relevant contracts.

Staff responsibility: Supervises relevant consultants and will also assist in the supervision of other staff working on specific strategic projects within the Unit.

Decision Making:

- Generally procedures will be clearly defined with established procedures being well understood or documented though there may be a regular requirement to develop changes or adaptation to the way work is organised and performed.
- Guidance may be available external to the organisation and within the organisation.
- The position may require the creation of new techniques, methods and processes, the establishment of new guidelines, and the modification of established processes.

Key Relationships

- Fully briefs the Coordinator Strategic Planning and (as needed) Manager City Planning and Development on key project milestones.

- Liaises and provides high level advice to all Councillors, Senior Officers and staff on strategic planning issues.
- The position is required to liaise and maintain professional relationships with Consultants, Government Authorities, Department of Transport and Planning, VCAT, Planning Panels Victoria and others.
- Liaises with counterparts in other organisations, in order to resolve specialist problems both within the City of Whitehorse and across the planning profession.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Relevant Tertiary qualifications (Town Planning or equivalent) and several years of additional relevant experience in Strategic Town Planning.
- Emphasis on planning in an urban environment with a sound knowledge of the Victoria Planning Provisions, relevant legislation and State Government policy.
- High-level problem solving skills and well developed analytical and investigative skills are required for policy formulation.
- Contract management, consultant supervision and project budget monitoring skills.
- Strong communication and presentation skills.
- Understanding of the long-term goals of the City of Whitehorse.
- A valid Victorian driver's licence.

Technology

- Proficiency in the application of the Microsoft suite of applications and relevant Planning workplace computer programs.
- Extensive experience in the use of computers.

Other technical skills

- Highly developed project management skills.
- Understanding of budgeting principles.
- Demonstrated experience in organisation-wide policy implementation and the ability to develop policy options.

Interpersonal

- Strong communication and negotiation skills and the ability to understand and influence others.

- Demonstrated high level presentation skills and the ability to represent the organisation in a public forum.
- Demonstrated and successful community consultation skills and experience
- An ability to gain cooperation and assistance from contractors, clients, members of the public and other employees, in order to deliver the specified projects.
- Able to set own work priorities to ensure that tasks are completed within required timeframes and to required standards.
- A commitment to providing high quality outcomes and customer service.
- A commitment to team values and behaviours.

Leadership/management

- Demonstrated leadership abilities.
- Exceptional time management and administrative skills to enable achievement of objectives despite conflicting pressures.
- Experience and ability in managing consultants.
- An achievement and results oriented attitude to the role.
- Demonstrated ability to successfully lead and collaborate with cross-functional project teams.
- The incumbent will require an understanding of the long term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.

Notes and comments

- Short listed candidates may be required to attend a pre-employment medical examination.
- Will be required to attend out of hours meetings.

Key Selection Criteria

1. Extensive experience in the provision of strategic planning services, including in a Local Government context, and with specific expertise in development of a range of strategies and policies.
2. Extensive knowledge of relevant legislation, schemes, codes, regulations and standards in the planning and development industry.

3. Extensive project management skills and experience, including contract management, consultant supervision and project budget monitoring.
4. Strong community consultation, communication and presentation skills and experience.
5. 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
Standing Tasks involve standing in an upright position.	<ul style="list-style-type: none"> Meetings, including review, display and sorting of documents and site inspections Working at standing desks 	Daily Daily, intervals across 7.6 hours		
Squatting Tasks involve bending at the knees and ankles, full squat and semi squat posture.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards 	Sometimes performed Sometimes performed		
Kneeling Tasks involve bending at the knees and ankles.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards 	Sometimes performed Sometimes performed		
Walking Tasks involve walking on even/uneven surfaces. Tasks involve walking up/down steep inclines.	<ul style="list-style-type: none"> Regular short distances < 50m, Trolley used when appropriate to aid in manual handling 	Sometimes performed		
Lifting (Floor to waist) Tasks involve raising, lowering or transferring objects (≤ 9kg) from one	<ul style="list-style-type: none"> Collecting, returning hard copy files Short distances, stable load < 5kg 	Sometimes performed		

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.				
Lifting (Between waist and shoulder) 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"> Collecting, returning hard copy files Short distances, stable load $< 5\text{kg}$ Loading objects into vehicle 	Sometimes performed Sometimes performed Occasional		
Reaching forward Tasks involve forward reaching with the arms extended.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards Loading objects into vehicle 	Occasional Once per day Occasional		
Pushing/Pulling 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"> Movement of objects, documents and other equipment at workstation or elsewhere in the office 	Occasional		
Hand/arm dexterity 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"> Photocopying of documents Using the telephone Moving items around desk 	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		
Handwriting Tasks that require the production of written material to record or	<ul style="list-style-type: none"> Taking notes 	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.				
Keyboard duties Task involve sitting at workstation and using computer.	<ul style="list-style-type: none"> Data Entry, emails, Phone interaction, reports, correspondence etc 	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		
Adaptability and flexibility Ability to work effectively in the midst of change or rigid constraints. Adapts to changing needs, conditions and work responsibilities.				✓		
Decision making The ability to work effectively when analysing problems, organising information, resolving issues or generating solutions.				✓		
Degree of Self-Supervision 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		
Exposure to Confrontational Situations Ability to work effectively when confronted by an individual or encountering confrontational situations requiring the employee to take action.			✓			
Problem Solving and Analysis 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		
Vision 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.				
Hearing 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: Can candidate perform demand (Y/P/N)?	Comments
	Always	Often	Never		
Smell 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.		
Touch 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

Any other relevant comments: