

Position Description

Senior Strategic Planner (Public Land/Native Title)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: March 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
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Position limit within salary system: (20 Grade structure)	Grade 14 - Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	70
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Organisational relationships

Directorate:	Environment, Planning & Community
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Section:	Environment, Development and Strategic Planning
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Team:	Strategic Planning
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Work base:	Grafton, however, this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
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Position responsible to:	Strategic Planning Coordinator
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Level of support and supervision:	Low
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	Supervises the daily work activities of 1 employee plus supervision of project teams as required
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Internal contacts:	All staff within Council, Executive
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External contacts:	General public, Government agencies, community groups & private organisations, consultants, developers
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Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours	
Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Prolonged sitting

Frequent driving

Capable of undertaking site inspections in a variety of terrain, walking on formed and unformed land and up and down slopes

Purpose of the position

To prepare plans of management and other policy documents to strategically guide the use and management of Community land and Crown reserves under Council control.

To provide strategic direction for Council's Parks and Reserves network that optimises their values in terms of contemporary legislative, financial, environmental and community context.

To engage the community in the strategic planning and management of Council's Parks and Reserves network.

To provide coordination and linkages between Council's Parks and Reserves management responsibilities under the Crown and Local Government Acts and its environmental planning responsibilities under the Environmental Planning and Assessment Act including local environmental plans, development control plans and developer contribution planning.

To provide the lead role and point of contact and advice on native title and Aboriginal Land Claim matters.

Major duties and responsibilities

Prepare and review plans of management and policy documents for lands under Council's control and management, including public consultation

Assist in the coordination of Parks and Reserves management, including the implementation of plans of management and policy across relevant Council functional areas, such as open spaces and facilities and governance

Provide timely, accurate and succinct advice and information on reserves planning and management issues, including native title and Aboriginal land claim considerations to Council, Council Committees and to external forums

Undertake tenure history and historical land use research – particularly in relation to native title and Aboriginal land claims

Review and analyse court materials, relevant industry information published by the NNTT and other relevant organisations relevant to the native title and Aboriginal land claim proceedings and prepare commentaries and reports for Council use, as appropriate

Liaise with and assist Council's legal representatives on native title and Aboriginal land claim matters, including the review of draft terms of agreements and/or consent determination for settlement of claims

Major duties and responsibilities

Undertake other duties as required by the Manager Environment, Development and Strategic Planning.

Develop partnerships with government and non-government agencies and groups including attendance at formal and informal meetings with such organisations

Perform the role of Council's principal Native Title Manager under the Crown Land Management Act 2016

Provide advice on development applications in regard to Native Title and Crown Land tenure issues and requirements

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications or equivalent in natural resource management, environmental sciences, town planning, recreation or a related discipline; **or** equivalent relevant industry experience

Demonstrated knowledge of contemporary reserves planning practice, issues and legislation, including current Local Government and Crown Land legislation

Demonstrated knowledge of native title and the requirements of the Native Title Act 1993 in the management of Crown land

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in public land, reserves or recreational planning policy and development

Position related skills

General computer literacy in email and internet programs and basic proficiency in Microsoft word

Demonstrated well developed written communication skills

Demonstrated well developed interpersonal, negotiation and mediation skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Additional tertiary qualifications or higher in a related field

Experience

Desirable selection criteria

Demonstrated experience in liaison and coordination with community groups and community consultation programs

Previous experience in Local Government

Experience with, and working knowledge of, the Environmental Planning and Assessment Act, 1979

Experience in sourcing, obtaining and managing grant and other external funding opportunities

Position related skills

Demonstrated Well developed research and analytical skills

Other features of this position may include

Attendance at community meetings after hours

Frequent contact with challenging customers/members of the public

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date

Employee