



## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Strategic Planning Assistant		
<b>Position Number:</b>	4402	<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Planning and Environment	<b>Unit:</b>	Strategic Planning
<b>Salary Grade:</b>	5	<b>Award Band and Level:</b>	Band 2 Level 2
<b>Position Reports to:</b>	Strategic Planning Manager		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	13 January 2016	<b>Date Last Reviewed:</b>	12 June 2020
<b>Version:</b>	3	<b>Document Number:</b>	DOC2016/005965

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment directorate manages services associated with the following functions within Cessnock City Council;

- Development Services
- Health and Building
- Business Support and Customer Relations
- Strategic Planning

The Strategic Planning Unit manages strategies and studies to ensure Council's environmental planning instrument (EPI) and planning controls are up to date and proactive in delivering sustainable planning outcomes for the Cessnock Local Government Area.

The undertaking of strategic land use strategies and studies, assessment of planning proposals, development of development control plans and s7.11, S7.12 Contribution Plans are key activities of the unit. The unit works closely with other units and Directorates which are responsible for related functions

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objective of this position is to provide effective, responsive and professional planning assistance to the Manager and Strategic Planning Unit members, including, but not limited to planning, heritage and s7.11 matters.

## KEY ACCOUNTABILITIES

1. Provide high quality and professional support to the Strategic Planning Manager, and Strategic Planning Team.
2. Co-ordinate the Planning Certificate system, i.e. s10.7 Certificates, by ensuring the integrity of the system in relation to legislation, customer service and Council potential liability.
3. Maintain Councils planning attributes in respect to s10.7 Certificates in Council's Authority system
4. Verify and sign s10.7 Certificates under delegation.
5. Provide system and user support for the Authority System.
6. Research and respond to GIPA requests (including informal requests), as allocated, within Council's service level standard.
7. Investigate and respond to inquiries/requests using Council's Customer Request Management System (CRM).
8. Monitor and manage outstanding correspondence within the Strategic Planning Unit, as required and directed by the Strategic Planning Manager.
9. Provide responsive and high level of customer service and provide clear and accurate information and advice to the inquirer.
10. Ensure correspondence is responded to in an accurate and timely manner in accordance with Council's service level standard.
11. Provide input and assistance to officers with the Strategic Planning Unit in relation to the development and review of strategies, planning proposals, DCPs, s7.11 CP's, codes, policies, procedures and the like.
12. Carry out historical and property research, as required.
13. Develop and maintain strategic land use planning registers, databases and the like, as directed by the Strategic Planning Manager.
14. Undertake process and procedural improvement projects in accordance with the endorsed work program, and/or as directed by the Strategic Planning Manager.
15. Undertake any other accountabilities or duties as directed by the Strategic Planning Manager, which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Minimum Certificate IV in Local Government Planning Assistant or other relevant equivalent qualifications, or currently studying towards a degree in planning or other relevant equivalent qualifications.
2. Demonstrated experience in and demonstrated understanding of strategic land use planning and heritage.
3. Demonstrated advanced computer skills, including skills and knowledge of Microsoft Office Suite, electronic document management systems and customer request systems and Geographic Information Systems.
4. Demonstrated analytical, research and problem solving skills with the demonstrated ability to negotiate and liaise with key stakeholders.
5. Demonstrated ability and experience in preparing technical letters and reports.
6. Demonstrated well developed written and verbal communications skills and interpersonal skills including the proven ability to communicate with a wide range of stakeholders at all levels of the organisation and the public.
7. Demonstrated ability to deal effectively with the community, proponents, consultants, Council staff and public and private agencies.
8. Demonstrated highly developed time management and organisational skills and the proven ability to prioritise workload, complete project assignments and meet deadlines.
9. Demonstrated ability to work both independently and in a team, fostering an environment based on teamwork and cooperation.
10. Demonstrated ability to accept challenges and succeed in a rapidly changing environment.
11. Current Class C NSW Drivers Licence

### Highly Desirable

1. Previous experience in working within local government.
2. Knowledge of appropriate legislation, including the Environmental Planning and Assessment Act 1979, and Local Government Act 1990 and associated regulations

## SIGNATURE

### Employee

Full Name:

Signature:

Date: