

Senior Strategic Planner

Reports to	Coordinator City Planning	Key Relationships	Integrated Planning Statutory Planning
Classification	Band 7 (Temporary 12 month fixed term)		
Position number	441085		
What will you do?		Who are you?	
<p>Service Delivery</p> <ul style="list-style-type: none"> Project manage the review, development and implementation of strategies and policies that support delivery of sustainable use and development of land in Manningham. Assist with the maintenance of the statutory and strategic planning framework for the use, development and protection of land within Manningham. Provide high quality, reliable advice and reports on land use and development planning related issues and activities. <p>Systems and process</p> <ul style="list-style-type: none"> Develop and implement work systems, practices and processes that enable responsive and flexible customer service. Utilise strong project management skills to ensure consistent, high quality delivery. Participate and contribute to the planning, implementation and review of cross organisational strategies, plans and projects. <p>People</p> <ul style="list-style-type: none"> Work together to identify and implement ways to improve and implement processes to achieve service unit goals. Participate in activities that promote development for yourself and your team. Professionally represent Manningham Council to a broad range of stakeholders. 		<ul style="list-style-type: none"> Tertiary qualified in land use planning or other relevant field. Highly experienced professional in strategic land use and development planning with proven ability to deliver projects and outcomes. Problem solver, able to resolve complex land use and development problems, with an understanding of value to the community and the political environment. Excellent communicator with demonstrated ability to prepare succinct written reports. Knowledgeable in key issues and emerging trends relevant to land use and development planning. Strong communicator, able to build relationships with Councillors, executives, officers, community representatives, and external agencies. Experienced in management projects, within an established budget. Able to manage a dynamic workload and operate effectively under pressure. <p>What do we expect?</p> <ul style="list-style-type: none"> Model and lead our values. Be committed to maintaining a safe and healthy workplace. Act consistently with our Employee Code of Conduct. Be flexible and responsive and prepared to step-up in times of need. 	

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What are your key responsibilities?

Service delivery	<ul style="list-style-type: none"> • Prepare complex amendments to the Manningham Planning Scheme. • Design and undertake robust community engagement campaigns. • Undertake population, land use and demographic research to inform projects and outcomes. • Make submissions to relevant panels and state government agencies in relation to planning amendments. • Consider proposed legislative changes and other impacts on land use and development in Manningham and recommend appropriate action. • Prepare high quality, reliable, well-researched and professional advice and reports on land use planning related issues and activities. • Prepare reports and advice for presentation to the Executive Management Team and Council. • Provide secretariat and administrative services to relevant reference panels and internal committees. • Maintain accurate information to the public relating to strategic planning and land use development, including updating the website and other publications.
Systems and process	<ul style="list-style-type: none"> • Deliver outputs and outcomes using Manningham Council's existing applications, systems and process. • Provide exceptional customer service in line with our Customer Charter, responding to requests within agreed timeframes. • Work with autonomy in project management systems and frameworks that promote excellence and provide transparency of progress and delivery of projects. • Develop and implement work systems, practices and processes that support responsive and flexible customer service and are financially responsible. • Identify and action continuous improvement opportunities. • Implement robust and accountable information management and record management practices.
People	<ul style="list-style-type: none"> • Contribute as an effective member of a high performing team. • Engage and influence a broad range of internal and external stakeholders. • Professionally represent Manningham Council at public, community, industry and other stakeholder meetings and forums (some out of hours meeting attendance is required) • Take responsibility for your own professional development • Mentor, coach and develop others to be their best. • Share experiences and technical knowledge and information with others.

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What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> • Accountable for the delivery of projects relating the use and development of land in Manningham. • Accountable for the delivery of analytical and research services to support planning and decision-making. • Authority to develop and implement policies and procedures for the unit.
Judgement and decision making	<ul style="list-style-type: none"> • Able to use professional knowledge and skills to provide recommendations, reports and advice relating to projects, policies, and activities, with limited supervision. • Able to resolve complex problems by considering the political environment and providing well analysed recommendations. • Guidance and advice is generally available from within the organisation.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Demonstrated understanding of land use planning practices, principles, and emerging trends. • Demonstrated ability to undertake demographic research and policy development. • Well-developed project management skills. • Ability to develop and monitor project budgets. • Ability to identify and analyse key issues and emerging trends relevant to land use planning. • Knowledge of State and Federal Government transport policies and current issues related to local government.
Management skills	<ul style="list-style-type: none"> • Proven ability to manage a dynamic workload and operate effectively under pressure. • Coaching and mentoring skills enabling the transfer of knowledge and skills in field of speciality.
Interpersonal skills	<ul style="list-style-type: none"> • Ability to liaise with and gain the co-operation of all levels of management, staff and the community. • Ability to develop and deliver community engagement activities, using the IAP2 Framework. • Ability to build and maintain strong stakeholder partnerships and relationships. • Excellent written and verbal communications skills and demonstrated ability to prepare concise and accurate reports. • Excellent presentation skills, including the ability to effectively manage public situations and provide excellent customer service both within and beyond the organisation.
Qualifications and experience	<ul style="list-style-type: none"> • A tertiary qualification in land use planning or other relevant field. • Extensive experience in strategic land use and development planning, including experience in project deliver and planning scheme amendments.