



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Strategic Planning Coordinator</b>
<b>Position Number:</b>	<b>11106</b>
<b>Directorate:</b>	<b>Development Services</b>
<b>Reports to:</b>	<b>Manager Approvals &amp; Compliance</b>
<b>Supervises:</b>	<b>Senior Planner, Lands Officer, Project Officer</b>
<b>Department:</b>	<b>Approvals &amp; Compliance</b>
<b>Agreement:</b>	<b><i>City of Karratha Enterprise Agreement 2021</i></b>
<b>Classification:</b>	<b>Level 7/8</b>

## 1. POSITION OVERVIEW

The Strategic Planning Coordinator is responsible for assisting the Manager Approvals & Compliance to deliver high quality and timely strategic planning services and advice on Crown land matters. This includes supervisory responsibilities, project management and tasks of a complex nature.

### 1.1. Position Objectives

- Achieve quality outcomes for the organisation, the Council and customers.
- Assist and develop direct reports so they operate effectively.
- Develop and maintain effective work programs to deliver on Council priorities.
- Prepare plans and policies that promote the objectives of the City.
- Thorough knowledge of relevant legislative, policy and procedural framework.
- Maintain effective public relations, interacting and informing the public on strategic planning and Crown land matters.
- Develop effective working relationships with all Directorates and Departments to enable organisational objectives to be achieved.
- Key advisor for all strategic planning and Crown land matters.

## 2. DUTIES & RESPONSIBILITIES

### 2.1. Strategic Planning Services

- Assist the Manager Approvals & Compliance in developing, implementing, and reviewing strategic planning policies, procedures, and guidelines.
- Contribute to the formulation of long-term planning goals and objectives, aligning them with organizational strategies and priorities.
- Participate in the analysis and interpretation of land use regulations, policies, and legislative requirements.
- Prepare and review reports to Council

### 2.2. Crown Land Matters

- Provide specialized advice and expertise on matters related to Crown land management, utilization, and compliance.
- Collaborate with internal stakeholders and external agencies to address Crown land issues, negotiate agreements, and facilitate land use approvals.

### **2.3. Supervisory Responsibilities**

- Provide guidance, mentorship, and direction to a team of strategic planners.
- Assign tasks, monitor progress, and ensure team members adhere to timelines and quality standards.
- Conduct performance evaluations and provide feedback to team members.

### **2.4. Project Management**

- Oversee the planning, coordination, and execution of strategic planning projects related to Crown land matters.
- Develop project plans, allocate resources, and manage budgets to ensure successful project completion.
- Monitor project milestones and adjust plans as needed to meet objectives.

### **2.5. Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

## **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

### **3.1. Authority & Accountability**

- Works under limited supervision of the Manager Approval & Compliance
- Works in accordance with approved Council's policies, procedures and guidelines.

### **3.2. Judgement & Problem Solving**

- Proven decision making and problem-solving skills, including demonstrated ability to evaluate complex planning issues in a timely manner, justify recommendations, develop and refine plans and policies.
- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instructions.

### **3.3. Management and Supervision**

- Leadership skills and the ability to coach, counsel and develop staff reporting to the position
- Strong time and project management skills, including the ability to effectively manage projects and direct reports to meet deadlines.

### **3.4. Specialist Knowledge & Skills**

- Demonstrated ability to interpret and apply legislation, planning policies and planning guidelines to complex strategic planning and Crown land matters.
- Comprehensive understanding of local planning and development principles and practice.
- Strong, demonstrated ability to manage and deliver strategic planning projects.
- Proven ability to negotiate complex planning matters with a range of stakeholders.
- Extensive working knowledge of important considerations that influence strategic planning and Crown land planning, particularly those that apply to the City of Karratha.
- Demonstrated effective presentation skills.

### **3.5. Interpersonal Skills**

- Outstanding verbal and written communication skills, including the ability to present and negotiate with a diverse range of internal and external stakeholders.
- Proven ability to work autonomously, as well as within a team environment.
- Proven ability in providing a high-quality customer service, including the ability to manage conflict.

### **3.6. Qualifications & Experience**

- Tertiary qualification in land use planning, or an acceptable related course of study.
- Minimum 5 years strategic planning and project management experience.
- Supervisory experience.
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)