

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Senior Strategic Planner</b>
<b>Position Number:</b>	<b>10899</b>
<b>Directorate:</b>	<b>Development Services</b>
<b>Reports to:</b>	<b>Strategic Planning Coordinator</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</b>

## 1. POSITION OVERVIEW

The Senior Strategic Planner works as part of the Planning Services Team responsible to deliver high quality and timely strategic planning services on a range of duties, including those of a complex nature.

### 1.1 Position Objectives

- Develop and maintain effective working relationships with the Planning Services team and other City stakeholders, clients and customers.
- Develop and maintain a good understanding of and make recommendations for changes and amendments to the local planning scheme, local planning policies, local laws and the operational procedures of Planning Services.
- Consistently contribute to the development and maintenance of policies and procedures to enable Planning Services to operate effectively in delivering a flexible and responsive service to external and internal customers.
- Maintain a sound knowledge of the legislative, policy and procedural framework within which Planning Services operates.
- Contribute to the performance of Planning Services in providing a consistently professional and reliable level of service to both external and internal customers.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Strategic Planning

- Undertake strategic planning functions and tasks in association with and under direction of the Strategic Planning Coordinator
- Implement and review planning strategies, plans and policies.
- Assess strategic planning proposals, refer to internal and external stakeholders, review and resolve issues and prepare assessment reports and draft recommendations.
- Advertise and consult on policies and plans as required.
- Assess and respond to proposals referred to the City by other agencies.
- Attend to enquires on technical planning related matters and give advice accordingly.
- Respond to Lands Matters as required.

### 2.2 Reporting

- Provide feedback on the progress of projects to all stakeholders including the Planning Services team, Council, other staff, consultants, community groups and the general public through progress reports, agenda items and media releases.
- Prepare necessary reports for Council in respect of the above matters or any other matters as directed.
- Ensure all relevant information is appropriately collated and stored for future reference for the organisation.

## **2.3 Health & Safety**

- 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.

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

### **3.1 Authority and Accountability**

- Works under limited supervision of the Strategic Planning Coordinator
- Works in accordance with approved Council's policies, procedures and guidelines.
- Ability to exercise a degree of autonomy
- Exercise Delegated Authority in accordance with all relevant legislation and policies pertaining to strategic planning matters.

### **3.2 Judgement and Problem Solving**

- Proven decision-making and problem-solving skills, including an ability to evaluate planning issues in a timely manner, justify recommendations and develop and refine plans and policies.
- Developed time management skills, including the ability to effectively manage workload and manage projects to meet deadlines.

### **3.3 Specialist Knowledge and Skills**

- Demonstrated ability to interpret and apply planning legislation, planning approval processes and an understanding of the principles and practice of local planning and development.
- Understand the responsibilities and operations of a local government.
- Ability to negotiate planning matters with a range of stakeholders.
- Ability to efficiently and effectively apply work systems and processes and to identify and assist in the implementation of improvements.
- Working knowledge of important considerations that influence strategic planning, particularly those that apply to the City of Karratha.
- Developed project management skills.

### **3.4 Interpersonal Skills**

- Well-developed verbal and written communication skills with a high level of attention to detail and accuracy.
- Proven ability to develop successful relationships with stakeholders.
- Proven ability to work autonomously, as well as within a team environment.
- Proven ability in providing high quality customer service, including the ability to manage conflict.

### **3.5 Qualifications and Experience**

- Tertiary qualification in land use planning or an acceptable related course of study
- Minimum 3 years planning experience
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)