

## Coordinator – Infrastructure Planning & Strategy

### Position Description

|                    |                                           |                       |                                   |
|--------------------|-------------------------------------------|-----------------------|-----------------------------------|
| <b>Directorate</b> | Infrastructure Planning                   | <b>Department</b>     | Strategic Infrastructure Planning |
| <b>Reports To</b>  | Manager Strategic Infrastructure Planning | <b>Direct Reports</b> | Yes                               |

#### Position Purpose

Coordinate the day-to-day operations of the Infrastructure Planning & Strategy Branch, leading the development of long-range infrastructure strategy, planning and policy that align growth, service levels and investment with Council's strategic and financial objectives.

#### Key Responsibilities and Outcomes

As a Coordinator – Infrastructure Planning & Strategy and member of the Strategic Infrastructure Planning Department you will:

- Coordinate workflow and task allocation to deliver infrastructure planning, strategy, policy and advisory outputs on time and to standard.
- Develop and review long-range infrastructure strategies, levels-of-service frameworks, investment principles and cross-portfolio policies.
- Integrate strategic analysis with long-term financial planning, asset strategies and capital portfolio governance.
- Provide quality assurance of planning and strategy documents, briefing papers, options analyses and business cases.
- Prepare executive updates and governance papers, identify strategic risks and promote WHS compliance.
- Coordinate workflow and task allocation to deliver statutory infrastructure planning outputs to quality and statutory timeframes.
- Support department priorities including development of infrastructure planning and policy deliverables and precinct scale infrastructure planning.

#### Our Values

Our values:  
guiding how we  
work and shaping  
our future.



**SEE THE PERSON.  
SEE THE CITY.**



**OWN THE SOLUTION.  
FOR TODAY AND  
TOMORROW.**



**FALL, LEARN, RISE.  
TOGETHER  
WE GROW.**



**THINK BIGGER.  
LET'S GO.**

| Decision Making    |                                                                                                                |
|--------------------|----------------------------------------------------------------------------------------------------------------|
| <i>Budget</i>      | N/A                                                                                                            |
| <i>Delegations</i> | Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register |

| Knowledge & Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <ul style="list-style-type: none"> <li>• Experience coordinating infrastructure strategy or policy programs in a complex organisational or public sector environment.</li> <li>• Demonstrated capability in infrastructure strategy development, investment prioritisation and options analysis.</li> <li>• Strong analytical skills with the ability to translate complex information into clear executive advice.</li> <li>• Excellent communication skills and proven stakeholder engagement and collaboration skills across technical and non-technical audiences.</li> <li>• High-level written communication skills for policy and governance reporting.</li> <li>• Excellent time management skills to achieve proficiency and effectiveness in managing competing priorities and deadlines.</li> <li>• Experience coordinating statutory infrastructure or growth-related planning programs, preferably including LGIP or equivalent.</li> </ul> |

| Qualifications                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Tertiary qualifications in urban planning, civil engineering or a related field (or equivalent demonstrated experience).</li> <li>• Current C class driver's licence.</li> </ul> |

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*