

Melton City Council

Senior Strategic Planner

Position Description

PD: 00558

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Senior Strategic Planner
Directorate	City Futures
Business Unit	City Strategy
Position Classification	Band 7
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Coordinator Strategic Planning
Supervises	Nil
Internal liaisons	• Councillors • All Council Staff • State Government Departments • Developers • Consultants
External liaisons	• Community • Applicants • Other Councils • Non-Government Agencies • Legal Representatives

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.



4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Play a pivotal role within the strategic planning team, offering expertise in strategic land use planning, planning scheme interpretation, policy formulation, project management, research, and community engagement and consultation.
- Co-ordinate and facilitate the preparation, implementation and review of Strategy Plans, Development Plans and Structure Plans and planning guidelines within the Municipality.

5. Key responsibility areas

- Project manage and co-ordinate the review, monitoring and development of existing and new precinct structure plans, local policies and other strategic projects.
- Co-ordinate and facilitate the preparation of Planning Scheme amendments to the Melton Planning Scheme.
- Participate in and lead cross-departmental project working groups, as required, providing strategic planning input.
- Undertake community consultation activities to ensure the community have and awareness of, and opportunities to input in the preparation of strategic planning projects.
- Provide high level and timely advice regarding the implementation of the Victoria Planning Provisions and other planning reform initiatives.
- Provide high level advice to Council and where necessary prepare submissions on State Government strategic planning policy, reports and initiatives.
- Represent Council at VCAT and Panel Hearings.
- Liaise with State, Commonwealth and non-government agencies on strategic planning matters.

6. Accountability and extent of authority

- Manage the preparation and timely completion of a range of strategic planning projects and participate in the development of policy.
- Implement budget initiatives in accordance with approved Council budget, freedom to act is governed by policies.
- Undertake any powers, duties or functions delegated under Planning and Subdivision legislation as directed to ensure achievement of goals and objectives or may have an impact on the public perception of the Council.

- Assist the Coordinator Strategic Planning in ensuring that the unit meets the highest professional standards.
- At times, act in the position of Coordinator Strategic Planning, where the impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- Exhibit a strong dedication to Work Health and Safety (WHS) accountability by adhering to pertinent WHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Provide specialist advice and guidance to the public and developers on conformity of land use and development proposals with Council strategies and statutory controls.
- Exercise initiative in undertaking research and evaluation of strategic planning issues and preparing recommendations to Council regarding the implementation of such recommendations
- Represent the Council in negotiations with internal and external stakeholders regarding planning strategies, policy issues and development proposals.
- Participate in the development of cross organisational policy responses on key strategic land use planning issues, will typically require the identification and analysis of an unspecified range of options.

8. Specialist skills and knowledge

- Demonstrated knowledge of and ability to interpret planning legislation and strategic planning policy with an understanding and knowledge of the Victorian Planning and Environment Act 1987 and Victorian Planning Provisions.
- Well-developed skills in analysis, research methods and ability to appraise information in the search for solutions to new problems and opportunities.
- Demonstrated ability to liaise, negotiate and communicate effectively on complex issues so that stakeholders work towards achieving quality outcomes.
- A broad range of highly developed skills and knowledge in integrated strategic land use and statutory planning including a demonstrated knowledge of current urban planning issues and relevant policies relating to growth area planning.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.

9. Management skills

- Demonstrated skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Ability to consider at a strategic level a broad range of internal and external factors when developing advice or policy options having regard to organisational values and stakeholder views.
- Demonstrated ability to lead a project team to desired outcomes and ability to set and achieve goals and objectives.



- Ability to lead staff and implement personnel policies and also work positively and pro-actively within a team environment.
- To mentor staff and contribute to long term staffing strategies, as requested, to assist in the implementation of Council policy.

10. Interpersonal skills

- Highly developed written and verbal communication skills, and an ability to report on a range of relevant topics, including an ability to develop and present strategic ideas and concepts in a clear.
- Highly developed liaison skills and ability to gain co-operation with Council staff, government agencies, consultants, and the community to achieve positive outcomes in the administration of broadly defined activities.
- Ability to identify stakeholder/customer needs and expectations, decide appropriate action and respond accordingly.
- Well-developed skills in negotiation and conflict resolution with the ability to deal with difficult situations, motivate and develop employees and present a positive Council image.
- Represent Council at meetings, VCAT Hearings and Planning Panel.

11. Qualifications and experience

- Tertiary qualification in Town Planning or a related discipline with several years of subsequent relevant experience.
- Substantial and demonstrated experience in a broad range of strategic planning projects and policy development including a demonstrated knowledge of planning issues associated with growth areas.
- Demonstrated experience in leading multi-disciplinary teams, preparing project briefs and delivering high quality outputs.
- Demonstrated experience in undertake community consultation on a range of strategic planning projects.
- A current valid Victorian Drivers Licence.
- Demonstrated experience in application of computer software programs including the Microsoft office suite.

• Key Selection Criteria

1. Tertiary qualification in Town Planning or a related discipline with several years of subsequent relevant experience.
2. Substantial and demonstrated experience in a broad range of strategic planning projects and policy development including a demonstrated understanding of planning issues associated with growth areas.
3. Demonstrated ability to lead a project team positively and proactively to achieve desired outcomes and ability to set and achieve goals and objectives.
4. Highly developed liaison skills and ability to gain co-operation with Council staff, government agencies, consultants, and the community to achieve positive outcomes
5. Highly developed written and verbal communication skills

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager City Strategy
Approved by Position Title

December 2025
Date Approved

Incumbent's name

Signature

Date

