

POSITION TITLE AND NUMBER:	Strategic Planner (#610)
EMPLOYMENT STATUS:	Full Time, Temporary
CLASSIFICATION:	Band 6
UNIT:	Strategic Planning

THE UNIT

The Strategic Planning Unit prepares a wide range of strategies and plans that guide how the City changes and grows over time. Strategies and plans could relate to a place, land uses, environmental features, heritage, transport, business, and housing. The Strategic Planning Unit also undertakes amendments to the Greater Bendigo Planning Scheme to ensure that the strategies and plans are implemented.

POSITION OBJECTIVE

- Research and develop high level integrated strategic policy and plans to facilitate the City of Greater Bendigo's (the City) role in creatively leading and supporting our growing community.
- Undertake and contribute to strategic planning and urban design projects including strategies, structure plans, planning scheme amendments, heritage studies and urban design frameworks.

KEY RESPONSIBILITIES AND DUTIES

- Use professional knowledge and experience, together with research and analysis skills, to create innovative planning and urban design strategies.
- Prepare and provide written reports and verbal briefings to Council on strategic documents and planning scheme amendments as required.
- Provide high quality, innovative and timely strategic planning input into various major projects being undertaken by the Strategy unit and the City.
- Participate and/or support steering committees, project teams, advisory committees, and various external working groups responsible for developing or advising on strategic planning projects.
- Undertake planning scheme amendments in compliance with legislated processes and timeframes and State practice notes and guidelines.
- Develop high level presentations of plans, designs and creative representations to support the ongoing work of the unit through the application of geographic information systems, mapped information or data, urban design, graphic design and strategic planning concepts.
- Work with others in the implementation of adopted strategies and plans to ensure the agreed actions and identified opportunities are delivered.
- Contribute to continuous improvements for strategic planning projects, amendments, and the planning scheme.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Planning, project management, report writing, GIS/design and graphic communication skills
Personal attributes:	Communication, teamwork, time management, attention to detail

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Precinct Planning and Heritage
Supervises:	Nil
Internal Liaisons:	City employees
External Liaisons:	Service authorities, contractors, general public, customers and external suppliers

ADDITIONAL INFORMATION

- A satisfactory Police Record Check and evidence of any required vaccinations is required for this position.
- The City of Greater Bendigo is proudly a child safe organisation and adheres to the Victorian Child Safe Standards and related legislation.
- This position may require a pre-employment medical assessment.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring device.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.

QUALIFICATIONS

- Degree or Diploma qualification with some relevant experience or substantial relevant experience in strategic or urban land use planning or similar discipline.

KEY SELECTION CRITERIA

- Relevant qualifications and/or previous experience in the research, analysis and preparation of strategic plans and planning scheme amendments.
- Demonstrated knowledge of the Planning and Environment Act 1987, Victorian Planning Provisions, and ministerial guidelines and practice notes in relation to strategic planning documents and planning scheme amendments.
- An effective team player with demonstrated ability to work cooperatively and positively with others.
- Demonstrated consultation and engagement skills with a diverse range of people including landowners, general community and internal stakeholders.
- Excellent communication skills, both verbal and written with proven skills in quality report writing.
- Skills in managing time, setting priorities, planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible.

Position Demands	Rare	Occasional	Frequent	Constant	N/A
	<5% of the time	5% - 33% of the time	34% - 66% of the time	>66% of the time	
Physical demands					
Sitting				✓	
Standing		✓			
Walking		✓			
Stairs/ climbing ladders	✓	✓			
Squatting/ bending/ crouching	✓				
Neck movement			✓		
Trunk movement including rotation		✓			
Foot movement		✓			
Bilateral upper limb use - below shoulder height			✓		
Bilateral upper limb use - above shoulder height					✓
Repetitive movement of upper limb				✓	
Gripping with hands				✓	
Fine motor skills				✓	
Reaching forward			✓		
Lifting - up to 10kg	✓				
Lifting - between 10kg and 20kg					✓
Carrying – up to 10kg	✓				
Carrying – between 10kg and 20kg					✓
Pushing/ pulling objects	✓				
Working in confined spaces					✓
Exposure to hazardous noise					✓
Balancing / uneven ground					✓
Exposure to vibration					✓
Exposure to extreme heat/cold and/or UV radiation					✓
Exposure to airborne hazardous substances					✓
Exposure to infectious diseases					✓
Cognitive / Psychological demands					
Management of resources/personnel/financial/material		✓			
Verbal communication				✓	
Attention to detail or concentration				✓	
Reading/Written literacy				✓	
Numerical skills				✓	
Exposure to distracting stimuli			✓		
Working co-operatively with others				✓	
Performance of multiple tasks with time management skills				✓	
Exposure to sensitive or distressing content or events	✓				
Deadline pressures – activities are performed under time restraints				✓	
Dealing with challenging behaviours, including aggression or conflict with public		✓			
Task unpredictability		✓			
Frequency of decision making			✓		
Working remotely or in isolated work	✓				
Other					
Vaccinations that may be required	Nil				

BAND 6 CLASSIFICATION DESCRIPTORS

Accountability and extent of authority:

- Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Undertake policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- Formal input into policy development within the works units area of expertise and/or management.

Judgement and decision making:

- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- Ability to improve and/or develop methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

Specialist skills and knowledge:

- Proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- An understanding of the long term goals of the work unit and of the relevant policies of both the unit and the wider organisation.
- Require a familiarity with relevant budgeting techniques.
- Proficient in the use of computer software including Microsoft office suite.

Management skills:

- Skills in managing time, setting priorities, 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.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

Interpersonal skills:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the City to resolve intra-organisational problems.
- Excellent verbal communication skills and the ability to confidently and professionally communicate with a range of stakeholders including executive management, managers and employees.
- Well-developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.