

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Strategic Planning Project Lead	Level	Level 9
Business Unit	Planning Services	Position Number	01812
Directorate	Planning and Community Development	Date Effective	July 2026
Reporting to	Coordinator Urban Design & Policy	Date Updated	July 2026

2. KEY OBJECTIVES

- Lead the planning, procurement, delivery and implementation of complex strategic land use planning projects and initiatives.
- Provide high-level planning advice and project leadership to ensure quality planning outcomes are achieved in accordance with relevant legislation, State planning policy, the City's planning framework and Strategic Community Plan.
- Manage the procurement and performance of external consultants and contractors to ensure project outcomes, milestones and deliverables are achieved.
- Ensure land use planning projects are delivered in accordance with approved scope, budgets, quality standards and timeframes.
- Facilitate and coordinate internal and external stakeholder engagement, and broader community consultation on land use planning projects.

3. KEY ACCOUNTABILITIES

- Lead complex strategic land use planning projects, including project scoping, procurement, implementation, monitoring, reporting and project closure.
- Manage consultants and contractors to deliver project outcomes within scope, budget, quality standards and timeframes.
- Provide specialist advice regarding strategic land use planning matters, including precinct structure planning.
- Ensure all project work is undertaken in accordance with the City's Project Management Framework, governance requirements, policies and protocols.
- Ensure procurement activities are undertaken in accordance with the City's purchasing protocols.
- Ensure the capture of project documentation and corporate information in accordance with the City's record keeping system and associated policies, protocols, and practices
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant policies and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City policies, procedures and other WHS related requirements, and actively support the City safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES
Outcome: Strategic Planning and Stakeholder Engagement • Coordinate stakeholder engagement and community consultation activities in accordance with relevant City policies and planning legislation. • Lead the preparation, review and implementation of strategic land use planning projects. • Undertake research, analysis and investigation of strategic land use planning issues and opportunities. • Provide strategic land use planning advice and recommendations to management, Council and stakeholders. • Prepare reports, presentations, briefing notes and correspondence for a range of stakeholders. • Facilitate negotiations with landowners, developers, government agencies and service providers to achieve project outcomes. • Represent the City at working groups, project steering groups, agency meetings and community consultation activities. Outcome: Project Management • Undertake project initiation, scoping, feasibility assessment, budgeting and risk assessment activities. • Develop and maintain project plans, schedules, communications strategies, risk registers and project reporting frameworks. • Coordinate multi-disciplinary project teams and stakeholder inputs. • Monitor project progress and implement corrective actions as required, to ensure achievement of project objectives. • Prepare project status reports and provide regular updates to management, the Executive Leadership Team, Committee and Council meetings. • Coordinate community consultation activities and stakeholder engagement programs. • Manage project budgets, timelines and resources to achieve approved outcomes. Outcome: Procurement, Contract and Financial Management • Prepare contractor and consultant briefs, specifications, requests for quotation and tender documentation. • Coordinate and participate in procurement processes in accordance with legislative requirements and the City's purchasing framework. • Monitor, review and manage contractor and consultant performance to ensure contractual obligations, project milestones, deliverables, timeframes and quality standards are achieved. • Identify, report on, and manage contract risks, variations, delivery and performance issues. • Assist with preparation of annual budgets, business plans and capital project programs. • Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Highly Developed Skills:

- Strategic land use planning.
- Project management and delivery.
- Procurement, contract administration and consultant management.
- Stakeholder engagement, negotiation and relationship management.
- Written communication, report writing and presentation.
- Financial management and project budgeting.
- Research, analytical and problem-solving skills.
- Microsoft Office and project management software.

Specialist Knowledge

- Strategic planning principles and practices.
- Precinct Structure Planning.
- State Planning Policy 7.2 Precinct Design and Precinct Design Guidelines.
- Planning and Development Act 2005.
- Planning and Development (Local Planning Schemes) Regulations 2015.
- Understanding of local government procurement and tendering practices.
- Project management principles and methodologies.
- Community engagement principles and methodologies.

Extensive Experience:

- Management and delivery of strategic planning projects.
- Preparation and/or assessment of Precinct Structure Plans.
- Procurement and management of specialist consultants.
- Contract administration and monitoring consultant performance.
- Community and stakeholder engagement.
- Preparation of high-level reports and recommendations.
- Managing multiple concurrent projects and competing priorities.

Qualifications/Clearances:

- Tertiary qualifications in urban planning.
- Current WA 'C' Class Drivers Licence.

6. EXTENT OF AUTHORITY

- Has delegated authority to manage strategic planning projects.
- Responsible for cost effectiveness and timeliness of projects.
- Required to use professional knowledge and approach to solving complex problems.
- Decisions and actions taken may have significant effect on projects being coordinated.

7. **WORKING RELATIONSHIPS**

Level of Supervision:

- Works under limited direction.

Internal:

- All Business Units.

External:

- Consultants and contractors.
- Legal advisers.
- Government agencies and departments.
- General public.
- Other Local Governments.

8. **POSITION DIMENSIONS**

NUMBER OF STAFF DIRECTLY REPORTING TO POSITION	0
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