

ROLE DESCRIPTION

Coordinator Strategic Planning and Policy



Directorate	Communities & Place	Position Number	300099
Branch	Strategic Outcomes	Position Status	Full Time
Section	Strategic Planning and Policy	Position Grade	K
Reports to	Manager Strategic Outcomes	Band/Level	Band 3, Level 3
Direct reports	4	Award	Local Government (State) Award
Indirect reports	0		
Date Authorised	25/03/2024	Budget	\$0

PRIMARY PURPOSE OF THE ROLE

The position of Coordinator Strategic Planning and Policy is responsible for coordinating Council's statutory planning policy framework, heritage planning program and local infrastructure contributions functions.

The role leads the development, implementation and review of land use planning policies, development contributions plans, heritage strategies and associated planning instruments. The position provides leadership and technical oversight to ensure Council's planning framework remain current, legally robust and aligned with community expectations, legislative requirements and strategic priorities.

This position provides leadership to a team of technical professionals and supports delivery of Council's adopted strategic planning, heritage and infrastructure funding programs.

KEY ACCOUNTABILITIES

1. Lead the development, implementation and review of Council's strategic planning framework, including the Local Environmental Plan, Development Control Plan, planning proposals and associated planning policies.
2. Provide strategic oversight of Council's developer contributions framework, including contributions planning, policy review, administration and alignment with infrastructure planning and growth management objectives.
3. Lead and coordinate Council's heritage planning program, including heritage studies, policy development, heritage advisory functions and implementation of heritage-related initiatives.
4. Prepare and coordinate submissions, advocacy initiatives and policy responses on planning reform, infrastructure, heritage and other matters affecting the future development of the Shire.
5. Provide strategic planning advice, reports and recommendations to Council, Executive Leadership Team and internal stakeholders on complex planning and policy matters.
6. Manage complex strategic planning projects and policy reviews, ensuring outcomes are evidence-based, responsive to legislative change and aligned with Council priorities.
7. Develop and maintain effective relationships with government agencies, community stakeholders, industry representatives and consultants to support strategic planning outcomes and project delivery.
8. Lead and develop team members, manage resources and oversee budgets and project delivery to ensure agreed outcomes are achieved in accordance with Council priorities and service standards.
- 9.

Note: This position description does not form an exhaustive list of your duties. An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

KEY CHALLENGES

1. Managing a diverse portfolio of planning policy, contributions, heritage and strategic planning projects and workloads with competing timeframes, priorities, and statutory requirements including projects of a politically sensitive nature.
2. Achieve Strategic Outcomes business unit objectives and Delivery Plan / Operational Plan commitments with limited financial and staff resources.
3. Balancing a diverse range of views within the community to ensure the Shire's future growth is accommodated and managed in a sustainable manner that respects the Shire's heritage and character.

DIRECTORATE STRUCTURE

Manager Strategic
Outcomes

Coordinator Strategic
Planning and Policy

KEY RELATIONSHIPS

Internal

Who	Why
General Staff	Engage with staff at different levels of the organisation, fostering effective communication and supporting a positive work culture
Direct Reports	Supervise and mentor direct reports providing guidance, support and feedback to deliver the business functions of the Strategic Outcomes department.

External

Who	Why
Government Agencies	Engage with government agencies at the local, regional, or national level to coordinate efforts and comply with regulations
Contractors/Consultants	Consult with external contractors, consultants and business partners.
Community members	Provide effective customer service by engaging with members of the community through community consultation, daily tasks and in response to enquiries.

DELEGATIONS BY POSITION

Delegations for the position are listed in the Register of Delegations for Wingecarribee Shire Council and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

ESSENTIAL CRITERIA

1. Relevant tertiary qualifications in Town Planning, Urban and Regional Planning, or a related discipline, and/or equivalent experience.
2. Extensive knowledge and experience in strategic land use planning, local environmental plans, development control plans, developer contributions planning, heritage planning and relevant environmental planning legislation.
3. Minimum 5 years' experience in a senior strategic planning or planning policy role leading a team of technical professionals in a local government context to ensure that key objectives are achieved within desirable timeframes and budget.

4. Demonstrated experience preparing complex reports, strategic advice, submissions and policy responses for senior management, elected representatives and government agencies.
5. Demonstrated experience managing strategic planning projects, policy reviews and statutory planning processes within a local government or comparable environment.
6. Strong analytical and problem-solving skills, including the ability to critically analyse issues and develop and implement appropriate solutions.
7. Demonstrated highly developed written and verbal communication skills including the ability to communicate with a range of stakeholders, both internal and external and to negotiate outcomes and resolve conflict.

ESSENTIAL REQUIREMENTS

- National Police Check
- Current Drivers Licence (Class C)
- Being able to physically meet the requirements of the role as detailed within the position description
- Participate in Wingecarribee Shire Council's random drug and alcohol testing
- Participate in All staff orientation, mandatory and compliance training relevant to role responsibilities
- Demonstrated understanding of Work Health and Safety and Equal Employment Opportunity.

WHS RESPONSIBILITY

Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Adequately familiarise and actively fulfil all WHS responsibilities as indicated in Council's WHS Roles and Responsibilities Matrix.

PHYSICAL DEMANDS CHECKLIST

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Occasional
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Infrequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Frequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Infrequent
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Occasional
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent

Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving - Operating any motorpowered vehicle	Occasional
Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Frequent

Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Occasional
Aggressive & Uncooperative People - e.g. irate customers	Occasional
Exposure to Distressing Situations - e.g. Child abuse, removing deceased animals	Infrequent
Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Infrequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes - Exposure to noxious or toxic fumes	Infrequent
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Infrequent
Hazardous substances - e.g. Dry chemicals, glues	Infrequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting - Risk of trips, falls or eyestrain	Infrequent
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Not applicable
Confined Spaces - areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent

CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Capability Group	Focus Capability	Capability	Competency Level Required					
 Personal Attributes	☐	Manage Self	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✓ Highly Advanced
	☐	Display Resilience and Adaptability	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✓ Highly Advanced
	✓	Act with Integrity	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	☐	Demonstrate Accountability	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✓ Highly Advanced
 Relationships	☐	Communicate and Engage	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✓ Highly Advanced
	✓	Community and Customer Focus	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✓ Highly Advanced
	☐	Work Collaboratively	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✓ Highly Advanced
	☐	Influence and Negotiate	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✓ Highly Advanced
 Results	☐	Plan and Prioritise	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	☐	Think and Solve Problems	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	☐	Create and Innovate	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	✓	Deliver Results	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
 Resources	☐	Finance	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	☐	Assets and Tools	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	☐	Technology and Information	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	☐	Procurement and Contracts	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
 Workforce Leadership	✓	Manage and Develop People	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✓ Highly Advanced
	☐	Inspire Direction and Purpose	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✓ Highly Advanced
	✓	Optimise Workforce Contribution	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✓ Highly Advanced
	☐	Lead and Manage Change	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✓ Highly Advanced

FOCUS CAPABILITIES

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	- Models ethical behaviour and reinforces it in others - Represents the organisation in an honest, ethical and professional way and sets an example for others to follow - Promotes integrity, courage and professionalism inside and outside the organisation - Monitors ethical practices, standards and systems and reinforces their use - Proactively addresses ethical and people issues before they magnify
Relationships Community and Customer Focus	Highly Advanced	- Creates an organisational culture which embraces high quality customer service - Ensures that management systems, processes and practices drive service delivery outcomes - Ensures that community and customer needs are central to strategic planning processes - Establishes systems to set and monitor service delivery - Sets standards in line with customer and community expectations - Ensures council services contribute to social, environmental and economic sustainability in the community/region
Results Deliver Results	Advanced	- Sets high standards and challenging goals for self and others - Delegates responsibility appropriately and provides support - Defines what success looks like in measurable terms - Uses own professional knowledge and the expertise of others to drive results - Implements and oversees quality assurance practices
Workforce Leadership Manage and Develop People	Highly Advanced	- Creates a climate in which people across the organisation want to do their best - Ensures the organisation engages in effective performance management, development planning and talent identification - Drives executive capability development and ensures effective succession management practices - Creates a climate in which senior staff value regular feedback, continuous learning and new experiences - Ensures workforce management systems, policies and practices are inclusive of all individuals - Instils a sense of urgency around addressing performance problems among leaders in the organisation

Template created by	Name	Date

FORM SUBMISSION
People and Capability

People and Capability Office Use only

Audited, graded and approved by HRBP	Name	Date

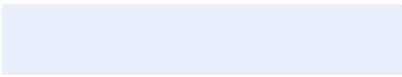
Recruitment Officer Uploaded PD into PULSE	Name	Date

ACKNOWLEDGEMENT

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

Employee enter a name Signature  Date enter a date.
