

Coordinator – Statutory Infrastructure Planning

Position Description

Directorate	Infrastructure Planning	Department	Strategic Infrastructure Planning
Reports To	Manager Strategic Infrastructure Planning	Direct Reports	Yes

Position Purpose

Coordinate the day-to-day operations of the Statutory Infrastructure Planning Branch, leading the development, maintenance and compliance of statutory and non-statutory infrastructure planning and policy instruments, including infrastructure elements of the Planning Scheme, Local Government Infrastructure Plan (LGIP) and long-term infrastructure plans, to ensure trunk and major infrastructure networks and infrastructure charge revenue supports compliant, sustainable growth.

Key Responsibilities and Outcomes

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

- Coordinate workflow and task allocation to deliver statutory infrastructure planning outputs to quality and statutory timeframes.
- Prepare, amend and maintain the infrastructure related statutory instruments, including LGIP, design & construction standards, and infrastructure policy advice on the planning scheme requirements.
- Prepare, amend and maintain non-statutory deliverables including Moreton Bay Infrastructure Plan (MBIP).
- Develop and maintain strategic infrastructure network planning and financial modelling to inform infrastructure charging frameworks consistent with legislation and Council policy.
- Provide quality assurance of modelling, network planning artefacts and statutory documentation to ensure legal defensibility within a statutory planning framework.
- Provide advice to Development Services on strategic infrastructure network planning artefacts such as LGIP and MBIP.
- Prepare governance reports, monitor compliance, manage statutory risk and promote WHS compliance.
- Support department priorities including development of long-range infrastructure strategy, 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

- Experience coordinating statutory infrastructure or growth related planning and policy programs, preferably including LGIP or equivalent.
- Strong understanding of trunk infrastructure planning, demand and financial modelling and infrastructure charging principles.
- Excellent communication skills to meet the needs of a range of internal and external stakeholders.
- Demonstrated ability to interpret and apply planning legislation and statutory processes.
- Strong analytical, documentation and quality assurance skills with an audit-ready mindset.
- Effective stakeholder management with development, legal and technical teams.
- Excellent time management skills to achieve proficiency and effectiveness in managing competing priorities and statutory deadlines.

Qualifications

- Tertiary qualifications in urban planning, civil engineering or a related field (or equivalent demonstrated experience).
- Current C class driver's licence.

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.