



## BOROUGH OF QUEENSCLIFFE

# POSITION DESCRIPTION

### 1. POSITION TITLE:

Strategic Planner (land use)

### 2. CLASSIFICATION

Band 7 as per the Borough of Queenscliffe Enterprise Bargaining Agreement.

**APPROVED BY:** Martin Gill  
Chief Executive Officer

**DATE APPROVED:** 27/11/2024

### 3. POSITION OBJECTIVES

To provide strategic planning services in accordance with the Planning and Environment Act 1987 (Vic), the Queenscliffe Planning Scheme, the Subdivision Act and associated legislation and policies.

To support Council in maintaining a planning scheme that protects and enhances the built character, heritage values, and coastal environments of the Borough of Queenscliffe.

To support the statutory planning team.

### 4. KEY RESPONSIBILITIES AND DUTIES

#### 4.1 Planning Responsibilities

- Administration of the Queenscliffe Planning Scheme.
- Oversight of the preparation of all documentation associated with maintaining the currency and efficacy of the Queenscliffe Planning Scheme including strategic plans, structure plans, policies and planning scheme amendments.
- Project managing strategic planning projects as allocated by the Chief Executive Officer or Manager Community and Regulatory Services.
- Prepare advice from a strategic perspective, where required by the statutory town planning officers, on matters related to strategic planning projects.
- Prepare Council reports, briefings and advice on State and Regional land use strategy projects and programs.
- Prepare delegate reports, council reports, submissions and comments on various proposals referred to the Town Planning Department.
- Attend Council meetings and Councillor briefings as required and at relevant strategic project committees or working groups.

- When the Senior Planner (statutory planner) is unavailable represent the Senior Planner at Council meetings, Planning Review Meetings and Councillor briefings as required.
- Represent Council on State led regional strategic land use project oversight groups.
- Represent Council in public forums, legal proceedings and at Planning Panels Victoria.
- Prepare correspondence relating to strategic planning projects, and other relevant matters.
- Liaise and provide advice to customers, and, where required, mediate between applicants and submitters.
- Provide support and guidance to other planners on all strategic planning matters.
- Provide support to Councillors and the Management team in the areas of, advocacy, planning policy and planning scheme amendments.
- Preparation of strategic plans, structure plans, policies and, where applicable, associated planning scheme amendments, as well as project managing the implementation of the prepared plans.
- Provide professional advice to management on improvements to processes and efficiencies.
- Undertake professional development, maintain knowledge of new legislation and attend information sessions/seminars when deemed a priority.

#### **4.3 Risk Management and Occupational Health and Safety**

- Comply with Council's risk management and occupational health and safety policies and practices.
- Perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, Council's customers or the community in general, in accordance with policies, training and instruction given.
- Report to your supervisor and/or the OHS officer any risk exposure, loss or damage. Risks arising in the workplace may relate to personnel/OHS, plant and property, financial/liability, business interruption or reputation.
- Report to your supervisor and/or the OHS officer any illness, injury, hazard, near miss or incidents and losses as soon as they are detected.
- Participate in programs to improve risk management including health and safety within the workplace.

#### **4.4 Common Responsibilities**

- Ensure that Records Management policy, procedures and guidelines are fully complied with.
- Participate in organisational development including training, annual performance appraisals and meetings as required.

#### **4.5 Other**

- Perform other duties and responsibilities that are reasonably expected within the scope of this position.

- As a senior officer in the organisation, fraud and corruption control is also a primary responsibility.

#### 5. ORGANISATIONAL RELATIONSHIPS

**Reports to:** Manager Community and Regulatory Services

**Supervises:** Nil.

**Internal Liaisons:** Mayor & Councillors  
Chief Executive Officer  
Management team  
Other Council staff

**External Liaisons:** State and Federal Government departments and agencies  
Business and Community Representatives  
Community members

#### 6. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for making decisions within the limits of authority delegated from time to time by the Council.
- Accountable for providing specialist strategic planning advice and accurate information to customers, senior management and other staff.
- Accountable for the confidentiality of all documents within the control of the position.

#### 7. JUDGEMENT AND DECISION MAKING

- The nature of the work is specialised with methods, procedures and processes guided by a combination of legislative rules, precedents and established practices and guidelines. The incumbent is also encouraged to implement continuous improvement in the development of new methods and practices with guidance from the Manager Community and Regulatory Services.
- As a Strategic Planner (land use) in a professional team, the judgement and decisions made will influence the overall performance of the Department and have an impact on the wider community.

#### 8. SPECIALIST SKILLS AND KNOWLEDGE

- A detailed knowledge of the Planning and Environment Act, Subdivision Act, Planning Schemes and associated statutory processes and procedures.
- An understanding of operation and procedures of Planning Panels Victoria
- Knowledge of the implications and applicability of VCAT recommendations and outcomes as they relate to strategic planning projects.

- Ability to interpret and use planning legislation, planning appeal decisions and other relevant statutory provisions and policies to achieve innovative and equitable outcomes.
- Adequate computer skills and a familiarity with word processing and spreadsheet packages.
- Sound knowledge of Local Government legislative responsibilities and the role of state and federal governments.

**9. MANAGEMENT SKILLS**

- The position will be required to manage time, set priorities and plan the activities for themselves. This will be in the context of a requirement to meet specific objectives within available resources and despite conflicting pressures.
- Ability to contribute to ongoing improvement of practices, procedures and systems affecting the status and outputs of the Strategic Planning Program.
- Ability to lead and introduce innovative work solutions.

**10. INTERPERSONAL SKILLS**

- Ability to work as part of a team environment.
- Ability to foster an exchange of ideas and support staff in a team environment.
- Highly developed analytical, investigative and problem solving skills; and a demonstrated ability to produce thorough and well researched reports.
- Well developed writing skills with a demonstrated ability to write concise reports in plain English.
- Demonstrated listening skills and an ability to speak in a clear and articulate way in communicating with people and making verbal presentations.
- Demonstrated skills in mediation and conflict resolution with business and community representatives.
- An attitude of commitment, a capacity to innovate, and an ability to perform under pressure.
- An understanding of and commitment to the importance of maximising customer service.

**11. QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualification in Town Planning, or equivalent.
- Previous experience in town planning.
- A current driver's licence is essential.

**12. KEY SELECTION CRITERIA**

Applicants should address each of the attributes listed:

- Demonstrated experience in strategic land use planning, including demonstrated knowledge of the Victorian Planning System, the Planning and Environment Act 1987 (Vic) and the Subdivisions Act 1988.
- Tertiary qualification in Town Planning, or equivalent.
- Demonstrated experience in representing Council in public forums, legal proceedings and Planning Panels Victoria.
- Demonstrated investigation skills and project management experience related to strategic projects and planning scheme amendments.
- High level of communication skills, including demonstrated ability to provide comprehensive briefings and high-quality written reports.
- Demonstrated ability to negotiate and work with and the general community.

**Child Safe Standards**

Inspired by the Borough of Queenscliffe's Latin motto, *Statio Tutissima Nautis*, that translates as 'the safest anchorage for seafarers', Council is committed to creating a safe and friendly working environment where people are respected, valued and encouraged to do their best and where our customers and young people are also respected, valued and made to feel safe. Council is also committed to ensuring its legislative obligations, in particular the *Working with Children Act 2005* are met and understood.

In line with Council policy and procedures, all positions within Council are required to have a current employee Working with Children Check (WWCC). All prospective employees cannot commence work at the Borough until they have a valid employee WWCC that references the Borough of Queenscliffe as their employer. All prospective employees will be required to undertake a criminal history check (police check) before commencing employment with the Borough of Queenscliffe. Both of these checks are to be organised by the potential employee and will be reimbursed by the Borough of Queenscliffe.

**Equal Opportunity Statement**

Council's Policy on Equal Employment Opportunity reflects our desire to enjoy and promote a workplace free of discrimination where each person has the opportunity to progress to the extent of their ability. The key policy principles are:

1. The Council of the Borough of Queenscliffe is wholly committed to the principles of Equal Employment Opportunity.
2. The Borough of Queenscliffe will ensure fair, equitable and non-discriminatory consideration is given to all job applicants regardless of age; disability; sex; sexual orientation; race; employment activity; gender identity; lawful sexual activity; marital status; industrial activity; political belief or activity; physical features; breastfeeding; pregnancy; parental status or status as a carer; religious belief or activity; and personal association with a person who is identified by reference to any of these attributes.
3. Selection of an individual for employment, promotion or advancement, training and staff development will be on the basis of the person's merit in fair and open competition according to the skills, qualifications, knowledge and efficiency relevant to the position involved.

**Approved:**



Martin Gill  
**CHIEF EXECUTIVE OFFICER**

**Date: 27/11/2024**