



CITY OF ALBANY POSITION DESCRIPTION PLANNING OFFICER - STRATEGIC, POLICY AND PLACE

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance. We will commit to a culture of continuous improvement.
- **Accountable:** for our actions - This means we will be transparent in our decision making. We will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Planning Officer – Strategic, Policy and Place	<div>Manager Development Services</div> <div>↓</div> <div>Coordinator Planning Services</div> <div>↓</div> <div>Senior Planning Officer - Strategic</div> <div>↓</div> <div>Planning Officer – Strategic, Policy & Place</div>
LEVEL: Level 5-7 City of Albany Industrial Award 2023	
DIRECTORATE: Infrastructure, Development and Environment	
REPORTS TO: Senior Planning Officer – Strategic	
RESPONSIBLE FOR: Nil	

3. POSITION OBJECTIVE

This position is responsible for contributing to the effective and timely assessment of strategic planning applications and delivery of strategic planning projects, as well as the implementation of associated precinct and policy-based planning functions. The role supports the delivery of high-quality planning advice to internal and external stakeholders, with a strong emphasis on customer service, community engagement and consultation, professional integrity, and alignment with the

City's strategic objectives and statutory obligations. The position provides opportunities to contribute to improvements in internal processes and strategic and place-based planning outcomes.

4. KEY RESPONSIBILITIES

General Functions

Level 5

- Assess strategic planning applications of basic complexity under general supervision, managing own time and priorities to meet workflow requirements.
- Assess intermediate complexity applications with guidance and mentoring from senior staff.
- Assist in the implementation of updates to strategic planning systems, frameworks, and policies as directed.
- Maintain up-to-date documentation, records and reports using internal systems and ensure records management standards are met.
- Assist in conducting site inspections, undertake research and provide input on strategic planning matters and contribute to broader strategic projects under the guidance of senior staff.

Level 6 (in addition to the above)

- Assess strategic planning applications of basic and intermediate complexity with limited supervision.
- Provide specialist advice and guidance on routine and moderately complex strategic planning matters.
- Support senior staff in assessing complex strategic applications and assist in refining internal procedures to improve efficiency and service delivery.

Level 7 (in addition to the above)

- Assess a broad range of strategic planning applications, including complex matters, under limited supervision.
- Provide consistent, high-quality advice to internal and external stakeholders on complex strategic planning issues.
- Support the preparation of delegated reports and manage complex strategic assessments.
- Represent the City in forums including SAT, Council, or consultation events as directed.

Project and Policy Support

(All levels)

- Contribute to the oversight and management of the City's statutory and strategic planning instruments such as the Local Planning Strategy, Local Planning Scheme, structure plans, local heritage framework, coastal management plans, and local planning policies by undertaking or providing support for the review, or implementation of minor or major updates.
- Support policy development and preparing submissions in response to consultation on planning reform or legislative updates, as directed.

Interpersonal Skills/Customer Service

(All levels)

- Deliver high-quality customer service in response to strategic planning enquiries.
- Engage proactively with community members, developers, agencies and colleagues to facilitate positive planning outcomes.
- Foster strong working relationships internally and externally, encouraging collaboration.
- Communicate planning changes and outcomes clearly to diverse audiences.
- Represent the City professionally in meetings, forums, community engagement sessions and consultation events.

Leadership

Level 6

- Assist senior staff providing advice and guidance to technical support staff.
- Support senior staff in fostering a positive work culture that encourages collaboration, innovation, and professional development within the team and across relevant City directorates.
- Assist in guiding Level 5 Officers the timely and efficient processing of strategic planning projects and applications in accordance with the local planning framework, applicable legislation, and approved budgets and timeframes.

Level 7 (in addition to the above)

- Provide mentorship and peer support to Level 5 and 6 Officers, cadets and technical support staff.
- Promote best practice and continuous improvement across strategic planning functions, including community engagement practices.

Work Health and Safety

(Level 5 and 6)

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WH&S Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

Level 7 (in addition to the above)

- Provide appropriate instruction, information, training and supervision to staff and others to enable work to be carried out safely.
- Facilitate and encourage feedback from the team regarding OH&S issues

5. REQUIREMENTS OF THE JOB

Skills

Level 5

- Strong customer service orientation with proven interpersonal skills.
- Well-developed written and verbal communication and reporting skills.
- Good computer literacy, including planning-related software and spatial information systems.
- Ability to work effectively in a team and manage time efficiently.
- Excellent time management skills.
- Sound judgement and ability to implement feedback and changes.

Level 6 (in addition to the above)

- Strong ability to tailor communication to different audiences.
- Ability to interpret and apply strategic planning policies and instruments.
- Proven ability to work across teams and navigate multidisciplinary inputs.

Level 7 (in addition to the above)

- Advanced negotiation, problem-solving and conflict resolution skills.

- Ability to mentor junior staff and promote knowledge sharing.

Knowledge

Level 5

- Basic understanding of statutory and strategic planning policy, frameworks and instruments.
- Working knowledge of the R-Codes and bushfire planning principles.
- Familiarity with local government planning processes and legislation.

Level 6 (in addition to the above)

- Good knowledge of statutory and strategic planning instruments and processes.
- Sound understanding of local government functions, Council procedures, policies and activities.
- Working knowledge of the relationship between local and state planning frameworks and other applicable State agency responsibilities and processes.

Level 7 (in addition to the above)

- Experience applying legislation and policy to complex strategic planning proposals.
- Working knowledge of contemporary practices in customer experience and business administration.
- Comprehensive knowledge of strategic and statutory planning systems and sound understanding of the relationship between local and state planning frameworks and other applicable State agency responsibilities and processes.
- Sound understanding of urban design, policy formulation, and principles of effective community engagement and some experience in delivery of precinct and long-term land use planning.

Qualifications and Experience

Level 5

- Possession of a tertiary qualification (diploma minimum) in urban and regional planning or a related field such as environmental science or architecture.
- 'C' Class Driver's Licence
- National Police Clearance.

Level 6 (in addition to the above)

- Possession of a degree qualification (minimum) in urban and regional planning or a related field such as environmental science or architecture and a minimum of 12 months relevant experience in the industry.
- Demonstrated experience in assessing strategic planning applications and supporting scheme amendments and policy updates.
- Experience in assisting with preparation and implementation of community engagement and consultation activities.
- Fire Protection Association Level 1 Bushfire Assessor course (desirable).

Level 7 (in addition to the above)

- Minimum of 2 years relevant experience in the industry.
- Considerable experience in strategic and statutory planning, including managing complex applications and contributing to policy development.
- Demonstrated experience in contributing to the development and implementation of community engagement and consultation processes within strategic planning projects.
- Fire Protection Association Level 1 Bushfire Assessor course (desirable).

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____
(Please print)

SIGNATURE: _____

DATE: _____

WITNESS NAME: _____
(Manager or above) *(Please print)*

SIGNATURE: _____

DATE: _____