



CITY OF ALBANY POSITION DESCRIPTION SENIOR PLANNING OFFICER - STRATEGIC

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.
- **Accountable:** for our actions - This means 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. We will commit to a culture of continuous improvement.
- **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 transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Senior Planning Officer – Strategic	<pre>graph TD; A[Manager Development Services] --> B[Coordinator Planning Services]; B --> C[Senior Planning Officer - Strategic];</pre>
LEVEL: Level 8, City of Albany Industrial Award 2023	
DIRECTORATE: Infrastructure, Development and Environment	
REPORTS TO: Coordinator Planning Services RESPONSIBLE FOR: Planning Officer	

3. POSITION OBJECTIVE

This senior position plays a leadership role in overseeing the timely and efficient processing of City strategic planning projects, developer-led applications and supporting the Coordinator Planning Services in managing the implementation and review of various statutory and strategic planning instruments. It is also responsible for providing professional advice to internal and external stakeholders on technical and strategic planning matters, with a strong focus on delivering high-quality customer service and outcomes that align with the City's Strategic Plan and relevant statutory obligations.

4. KEY RESPONSIBILITIES

Leadership

- Support the Coordinator Planning Services by overseeing the management of various strategic planning functions and responsibilities, ensuring that the City's strategic and statutory planning instruments such as the Local Planning Strategy, Local Planning Scheme, structure plans, local heritage framework and coastal management plans are maintained and remain current, in accordance with applicable legislation, and align with the City's Strategic Plan and urban and regional planning principles and practice.
- Provide leadership in managing 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.
- Support the Coordinator Planning Services in fostering a positive work culture that encourages collaboration, innovation, and professional development within the team and across relevant City directorates.
- Assist the Coordinator Planning Services in preparing updates for the Executive Director Infrastructure, Development and Environment and the Manager Development Services on strategic project progress and planning outcomes.
- Act as a senior escalation point for complex planning enquiries and support the resolution of complex customer complaints.
- Contribute to the achievement of the City's vision and strategic objectives through the promotion and application of best practice strategic planning principles and a commitment to continuous improvement, including community engagement practices.
- Provide ongoing mentoring and guidance to Planning Officers and assist in identifying and implementing continuous improvement initiatives.
- Actively uphold the City's values and demonstrate professional integrity in all interactions with customers and colleagues.

General

- Manage and assess strategic planning projects and applications of varying complexity in accordance with the local planning framework, relevant legislation, and allocated budgets and timeframes. This includes maintaining up-to-date documentation, preparing briefing notes, discussion papers, Council reports, and drafting external-facing content for the City's website.
- Maintain up-to-date knowledge of state and local planning frameworks and communicate any relevant changes that may impact Planning Services operations.
- Conduct site inspections related to strategic proposals to assess compliance with planning frameworks and the orderly and proper planning of the municipality.
- Contribute to the preparation and assessment of local planning scheme amendments, structure plans, and local development plans to support a robust and responsive local planning framework.
- Provide input to policy development by liaising with internal and external stakeholders, and contribute to the assessment of development applications.
- Ensure all strategic planning documents and records are managed in compliance with the City's records management obligations. Regularly update internal project and application management systems and ensure website content remains accurate and current.
- Prepare witness statements and represent the City at the State Administrative Tribunal (SAT) or in court when required.
- Support the Development Assessments team in the assessment of development applications and subdivisions from time to time, as required.
- Undertake other duties as directed by senior staff.

Interpersonal Skills / Customer Service

- Provide high-level customer service through timely and professional communication with residents, developers, consultants, and government agencies.

- Respond to customer enquiries and provide expert advice and guidance to internal and external stakeholders on planning matters, ensuring communication is tailored appropriately for various audiences.
- Support the delivery of planning services that promote education, clarity, and accessibility of planning processes.
- Collaborate with team members and other departments to ensure consistent application of planning policy and shared learning across the organisation.
- Participate in professional development opportunities, including attending relevant conferences, seminars, webinars, and training sessions, to maintain expertise in planning practices and legislative changes.

Financial

- Ensure fee schedules and the like for strategic planning functions are regularly monitored and updated and assist the Coordinator Planning Services by providing input on relevant budget updates for consideration by the Manager Development Services.
- Monitor grant funding application opportunities and assist the Coordinator Planning Services by coordinating the preparation of grant applications in consultation with relevant internal and external stakeholders, to facilitate the delivery of City-led / managed strategic planning projects.
- Assist the Coordinator Planning Services by overseeing and effectively managing assigned strategic planning project budgets, and undertaking various procurement and purchasing tasks as required, including seeking fee estimates and preparing project briefs.

Work Health and Safety

- 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 WHS 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.
- 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 WHS issues.

5. REQUIREMENTS OF THE JOB

Skills

- Strong customer service focus and commitment, with proven interpersonal skills and ability to effectively liaise with internal and external customers.
- Excellent written and verbal communication skills.
- Well-developed skills in preparing Council reports and written communications such as a discussion paper.
- Proven ability to work in a team environment, with well-developed skills collaborating and mentoring of other staff as required.
- Excellent time management skills.
- Well-developed negotiation, conflict resolution and public relations skills, demonstrating sound effective listening and public presentation skills.
- Demonstrated ability to embrace and adapt to organisational change and effectively promote and implement new systems and updates, following changes to the state and local planning frameworks.
- Proven ability to communicate and liaise effectively with the internal teams on planning related matters affecting the municipality and collaborate on cross-functional projects and initiatives to facilitate quality planning outcomes.

- Demonstrated ability to instigate and effectively implement updates to internal workflows, procedures, processes and systems including process improvement and best practice initiatives in alignment with the organisation's strategic direction and business objectives.

Knowledge

- Knowledge and understanding of contemporary practices in customer experience and business administration.
- Detailed knowledge, understanding and experience in the consideration of developer-led strategic planning proposals and City-led implementation of strategic planning projects in accordance with applicable legislation, policies, principles and practices.
- A comprehensive understanding of the principles and purpose of local statutory and strategic planning instruments, their role within the integrated local government framework, and how these instruments can be effectively developed to achieve positive urban and regional planning outcomes for the local community.
- A comprehensive understanding of the relationship between local and state planning frameworks and other applicable State agency responsibilities and processes.
- Detailed knowledge and understanding of local government functions, Council procedures, policies and activities.
- Knowledge and understanding of community engagement principles and practice, with experience implementing effective engagement strategies and community consultation activities within strategic planning projects.
- Knowledge and experience in strategic and statutory aspects of urban and regional planning, and well-developed understanding of heritage management considerations, urban design, precinct and long-term land use planning, policy formulation, and applying strategic principles and practice to inform robust statutory planning outcomes.

Experience and Qualifications

- 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 3 years relevant experience in the industry.
- Demonstrated knowledge and experience in the preparation and oversight of the implementation of local planning instruments, such as local planning strategies, local planning schemes, including undertaking minor updates and major reviews as required.
- Demonstrated knowledge and experience in effective management and/or involvement in processing or implementing strategic planning applications and projects.
- Demonstrated experience in customer experience, with excellent interpersonal skills to effectively communicate with various audiences on technical matters, in person and in writing.
- Experience dealing with difficult customers and working collaboratively towards a suitable solution.
- Demonstrated experience supervising and leading a team or demonstrated experience providing advice and guidance to colleagues and other employees.
- Certificate IV in leadership and management or professional development in leadership (desirable)
- Fire Protection Association Level 1 Bushfire Assessors Course (desirable).
- 'C' Class Driver's Licence.
- National Police Clearance.

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: _____