

CITY OF WANNEROO POSITION DESCRIPTION

POSITION TITLE: Specialist Planner	DIRECTORATE: Planning & Sustainability	DATE: July 2018
REPORTS TO: Manager Approval Services	SERVICE UNIT: Approval Services	LEVEL: 9
POSITION NUMBER: PS20004 / 32102		ROLE FOCUS: Advice
ROLE BALANCE: (People/Scheduling/Technical Work) 20/20/60	JOB FAMILY:	ANZSCO CODE:

ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

DIRECTORATE CONTEXT

The **Planning & Sustainability Directorate** is responsible for managing all of the land use planning, development and integrated compliance functions of the City; supporting projects from inception, assessment, approval, and delivery of new developments and communities. The directorate provides effective and proactive planning and compliance services to ensure great places and quality lifestyles.

POSITION CONTEXT

Under broad oversight of the Manager Approval Services, applies specialist (technical) proficiencies whilst managing complex and sensitive planning matters, designing and implementing efficient work practices and work flows that ensure the City's corporate business objectives are achieved to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including consultants and contractors, government departments and agencies, other local governments, the business community, vendors and suppliers, land developers, members of the public and City Leaders and employees.

A challenging aspect of the role is balancing the technical elements of the role along with strategic and operational delivery.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities outside of those described in this position description, aligned to the incumbent's skills, qualifications and training. A positive, proactive approach to change is required.

FUNCTIONAL ACCOUNTABILITY

Accountable for leading and managing planning specialisation.

KEY ACCOUNTABILITIES

KEY RESULT AREAS OUTCOMES

Provide Leadership	<ul style="list-style-type: none">• A positive and productive culture where team members are engaged and accountable for their work, achieving on key deliverables.• Clear objectives, project deliverables and outcomes required of the Sub Unit are identified, clearly communicated and achieved on an annual basis.• Team member roles and accountabilities are clearly established and aligned with the Corporate Business Plan and City's vision and values.
Think Strategically & Manage Change	<ul style="list-style-type: none">• Internal activities are effectively managed, reviewed and continuously improved to meet identified objectives.• Change is effectively managed, ensuring the desired outcome is achieved.• Policies, procedures and processes within specialist area or activity are interpreted, drafted and reviewed through key customer and stakeholder engagement, ensuring alignment with the Corporate Business Plan and customer needs.• Innovative initiatives and business improvement strategies are recommended within area of activity.
Engage Stakeholders and Customers	<ul style="list-style-type: none">• Planning objectives are met through regular collaboration and engagement with customers and stakeholders.• Relationships with customers and stakeholders are effectively maintained, achieving the Service Unit's objectives.• Well researched, timely and accurate reports are developed as related to planning activities, tailored to the needs of the audience.• Capability is utilised effectively, achieving on key deliverables.
Efficient & Effective Delivery	<ul style="list-style-type: none">• A culture of excellence in service delivery is evident through the conduct and performance of a high standard of output.• The overall achievement of set objectives is consistently attained.• Planning processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers.
Manage Resources, Governance, Compliance & Risk	<ul style="list-style-type: none">• Allocated budgets are effectively managed, demonstrating cost effectiveness and efficiency in the use of rate payer's money in the pursuit of planning objectives.• Adequate controls are in place to manage governance, compliance and risk, as measured through the City's corporate risk framework.

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- Qualification in relevant discipline such as Urban and Regional Planning.
- Extensive experience with structure planning, subdivision development approval and land management processes.
- Significant experience in a similar role within a large and complex organisation.
- Advanced skills in the efficient utilisation of information systems and technology.
- Valid C Class Drivers License.

Skills and Knowledge:

- Extensive knowledge of planning principles, practices and relevant legislation and regulations.
- Advanced communication (written, verbal and public speaking) and problem-solving skills.
- Advanced customer service skills
- Advanced research and analysis skills.
- Advanced negotiation and influencing skills.
- Advanced organisational skills.
- Knowledge of the practical application of occupational health and safety measures in the workplace, including risk assessment and control implementation.

Key Stakeholder Relationships:

- Provide advice and support the Manager Approval Services and Director Planning & Sustainability to assist them to carry out their roles.
- Provide accurate and specialist advice and guidance to the Manager and Director on the status and function of planning and ensure that processes are administered in accordance with legislation and agreed policies, procedures, processes service level agreements or legal instruments.
- Provide support and guidance to employees within the Service Unit to sustain a team capable of producing the required outputs and adding value to the Directorate.
- Consult and engage with relevant stakeholders to gain their cooperation with the delivery of the Service Unit's strategic objectives.

Role Authorities:

- Local Government Act Regulations and Act delegations that are specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and technical support at a Specialist level.

VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

Leader Name Pas Bracone

Signature

Date 23 July 2018



Next Up Leader Name

Matthew Piggott

Signature

Date 31 July 2018

