

POSITION DESCRIPTION

1. POSITION DETAILS

Position Title:	Specialist Planner – Strategic
Division:	City Planning, Development and Transport
Unit:	Strategic Planning and Urban Design
Management Level:	Worker

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

Manager Planning Policy

Manager Central Sydney

Manager Green Square and Major Projects

Note: the position will be allocated to one of the three teams within the Strategic Planning and Urban Design Unit.

Titles of Positions which report to this position:

Nil, though Planners, Assistant Planners and Student Planners may report to this position from time to time on a project basis.

Contractors for which this position is responsible:

Consultants and temporary staff, as required.

3. PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to develop controls and policy responses to urban development issues within a holistic strategic planning framework for the City of Sydney Local Government Area.

The position may also be responsible for preparing submissions in response to a wide range of planning and related issues, devising and implementing procedures in relation to policy development and policy implementation, liaising with other divisions of the organisation, providing planning advice as required to the Council and the Central Sydney Planning Committee, and the assessment of development applications as required from time to time.

The goal of the Strategic Planning and Urban Design Unit is:

To provide a strategic framework of urban planning, urban design and heritage policies that will develop Sydney as a best practice model of city planning and development.



4. POSITION OBJECTIVES

The City of Sydney aims to develop a competitive workforce culture and work performance, based on the following values:

- Collaboration;
- Courage;
- Integrity; The major objectives to be achieved by the Press F11 are;
- Innovation;
- Quality; and
- Respect.

These values guide us in how we work, interact with each other and make decisions. They help us deliver on the City's purpose to Lead, Govern and Serve.

The Strategic Planning and Urban Design Unit is a team of planners and designers working towards a better, fairer and more productive Sydney. We work with colleagues and the community; we encourage and facilitate sustainable growth – turning long term vision into reality.

Objectives specific to the Specialist Planner – Strategic are:

- To prepare local environmental plans/amendments, development control plans/amendments and policies as required, to a high standard and within established timeframes and deadlines;
- To coordinate the process of preparing these policies including consultation both within the organisation and externally with the public and identified stakeholders;
- To implement these planning policies and to design and implement procedures for the implementation of policy;
- To provide reliable, well-researched and balanced advice to the Council and the Central Sydney Planning Committee;
- To assess and determine development applications as required.
- To attend Council and Central Sydney Planning Committee briefings and meetings as required;
- To supervise staff as required;
- To appoint and supervise consultants as required;

- To liaise as required with the wide range of stakeholders that are both internal (i.e. other Divisions of Council) and external (i.e. the public and identified stakeholders); and
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

5. POSITION ACCOUNTABILITIES

The key accountabilities for the Specialist Planner – Strategic are:

- To project manage the preparation of strategic planning policies and plans such as local environmental plans/amendments, development control plans/amendments and policies;
- To deliver these policies and plans in accordance with the relevant due process and within established timeframes and deadlines;
- To implement these policies and plans, including the design and application of procedures for their ongoing use and monitoring;
- To prepare submissions that respond to a range of planning and related issues;
- To prepare development guidelines and policy advice in relation to specific sites;
- To provide reliable, well-researched and balanced advice to the Council and the Central Sydney Planning Committee in the form of both briefings and reports;
- To attend briefings and meetings of the Council and the Central Sydney Planning Committee as required;
- To prepare briefs for the engagement of temporary staff and consultants;
- To manage temporary staff and consultants to the successful completion of projects in accordance with the brief, budget and timeframe;
- To liaise with and provide advice to other Council Divisions on strategic planning matters;
- To represent the City as an expert in the Land and Environment Court as required;
- To supervise staff as required; and

- To comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

6. WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training
- Complying with the requirements of the City's Return to Work program

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

7. AUTHORITY TO ACT

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

8. SELECTION CRITERIA

Essential Criteria

- Tertiary qualifications at degree level in Urban Planning, Architecture or a related discipline;
- Experience in the research, preparation, review and implementation of policies and plans such as local environmental plans, development control plans and policies;
- Well-developed ability to research and analyse complex and sensitive development issues and to propose solutions to these complex issues;
- Ability to meet strict deadlines and to balance competing priorities;
- Ability to work alone or as part of a team;
- Highly developed written and oral communication skills and experience in making presentations;
- Excellent organisational and time management skills;
- Strong negotiation and interpersonal skills; and
- Demonstrate a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.

Desirable Criteria

- High degree of computer literacy in packages such as Word and Excel;
- Post graduate qualifications in the fields of urban design, heritage or related areas; and
- Experience in development assessment and/or as an expert witness in the Land and Environment Court.