

# Position Description



## POSITION DETAILS

Date of PD	October 2016
Position Title	Land Use Planning Manager
Position Grade	19
Directorate   Business Unit	City Planning & Design   Land Use Planning
Reports to	Group Manager City Planning
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

## POSITION OVERVIEW

The position is a senior planning expert in land use planning within Council. The position is responsible for leading and managing the Land Use Planning team in the preparation of strategies, policies and precinct plans (including multi-disciplinary teams) and managing heritage; as well as assessing and processing planning proposals (Local Environmental Plans), Development Control Plans, Section 94A Development Contribution Plans and negotiating Voluntary Planning Agreements.

## KEY RESPONSIBILITIES

### Impact – Tactical

- Initiate, lead and manage employees to deliver innovative and effective land use planning strategies to achieve specific outcomes identified in the Community Strategic Plan and Council's Corporate Plan, and contribute to the achievements of Council overall.
- Provide specialised and strategic land use planning advice on priorities and emerging issues to achieve the Council's vision and strategic outcomes.
- Advise and assist the Lord Mayor, Councillors (or Administrator if applicable) and senior staff concerning issues relevant to land use planning and city strategy, through individual briefings, workshop and committee presentations and technical reports to Council.
- Develop and manage relationships with key stakeholders (internal and external) and influence them to deliver strategic land use outcomes on projects that are complex, sensitive and strategically important.
- Manage and lead employees to ensure motivated, committed and customer focused team members.
- Lead and manage the land use planning team to achieve tight deadlines in a flexible and complex work environment.
- Manage land use planning and strategic issues and communications effectively to ensure that good relationships with elected officials and other key stakeholders are maintained and developed.
- Undertake program planning, prepare and manage service and project budgets through effective resource and project management to ensure emerging priorities are appropriately addressed.
- Lead and manage multi-disciplinary teams in strategic, complex, diverse and sensitive projects.
- Have a thorough understanding of the legislation, regulations and policies associated with land use planning.
- Lead and manage the integration of land use and strategic information and programs to ensure coordinated solutions and maximised outcomes.
- Lead the land use planning team and multi-disciplinary teams in the solution of complex problems innovatively and effectively within a government context, complying with legislation and Council's policies.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

## Coordination and Funding Responsibilities

### SERVICES

- Lead and coordinate statutory and strategic land use planning projects.
- Develop and manage stakeholder relationships.
- Integrate land use planning with urban design, transport, environment (including flood management), social and economics.
- Provide strategic land use planning solutions for Parramatta.

### FUNDING

- Manage the land use planning budget including contracts.
- Manage grant and general funding of projects and services within the land use planning area and on strategic precinct projects.

### Communication

- Effectively communicate strategic priorities and advocate for land use planning solutions.
- Ensure that sensitive issues are flagged for the attention of the key decision makers, including the Group Manager City Planning , to ensure they are handled appropriately.

### Innovation

- Lead and manage the research and analysis of land use planning trends with synergies to economic, environmental and social trends to inform land use and strategic plans.
- Develop and encourage creative and innovative funding solutions.
- Lead the review, development and improvement of work systems and practices to enhance customer service and meet customer needs.

## Knowledge

### Qualifications (Level)

- Tertiary qualification in town planning and extensive experience in statutory and strategic land use planning.

### Experience

- Demonstrated experience in leading, developing and managing specialised and multi-disciplinary teams to deliver innovative and effective land use plans and strategies.
- Demonstrated experience in leading and participating in creative problem solving across a range of complex and strategic projects to achieve specific outcomes.
- Demonstrated experience in developing and managing relationships with key stakeholders (internal, external and elected officials) and influencing them to deliver strategic land use outcomes on projects that are complex, sensitive and strategically important.
- Success in working within one or more levels of government and/or experience in working with a Board in a non-government organisation.
- Demonstrated experience in providing specialised and high-level advice on priorities and emerging issues to achieve strategic outcomes.
- Demonstrated experience in integrating land use planning with urban design, transport planning, economic development, environmental outcomes and social outcomes to inform statutory and strategic plans.

### Skills

- Excellent verbal and written communication skills.
- Excellent interpersonal skills in leadership, coordination, negotiation, teamwork and consultation.
- Exceptional organisational and time management skills in prioritising and managing a team's workload to drive outcomes in a flexible and complex work environment.
- Thorough understanding of Section 94 contributions.
- An understanding of other rates and levies relevant to strategic and land use planning.

**Acknowledgement:**

I, ..... acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature..... Date: .....

Manager's Signature..... Date: .....