



Position Description

POSITION DETAILS	
Date of PD	October 2020
Position Title	Team Leader Land Use Planning
Position Grade	14
Directorate Business Unit	City Planning & Design City Planning
Reports to	Land Use Planning Manager
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

This position is responsible for managing and leading a sub-team of the Land Use Planning team in preparing strategies, policies and precinct plans (including multi-disciplinary teams) and managing heritage; or assessing and processing planning proposals (Local Environmental Plans), Development Control Plans, Development Contribution Plans and negotiating Voluntary Planning Agreements.

KEY RESPONSIBILITIES

Impact – Operational

- Manage employees to deliver innovative and effective land use plans and strategies to achieve specific outcomes identified in our Community Strategic Plan 2018-2038 - Buttut Yura Barra Ngurra and Delivery Program 2018-2021 and Operational Plan 2018-2019, and contribute to the achievements of Council overall.
- Provide strategic and specialised advice on land use planning priorities to achieve the Council's vision and strategic outcomes.
- Advise and assist Councillors (or Administrator if applicable) and senior staff concerning issues directly relevant to land use planning.
- Manage and lead employees to ensure motivated, committed and customer focused team members.
- Manage and lead consultants and/or contractors to deliver specific outcomes within timeframes and budget.
- Lead efforts across the organisation in the planning and reporting of land use planning and manage and contribute to strategic, complex, diverse, sensitive projects and multi-disciplinary teams.
- Prepare strategic information, program and project plans that detail resources and establish effective reporting and monitoring.
- Lead and manage employees to achieve tight deadlines in a flexible and complex work environment.
- Have a thorough understanding of the legislation, regulations and policies associated with land use planning.
- Lead specialised 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 timely completion of projects by working in an integrated manner with other disciplines and senior management.
- 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

- Coordinate statutory or 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 land use planning solutions for Parramatta.

FUNDING

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

Communication

- Build strong and productive partnerships within Council and with external stakeholders to deliver strategic and statutory outcomes.
- Ensure that sensitive issues are flagged for the attention of the key decision makers, including the Land Use Planning Manager, Group Manager City Planning or Executive Director City Planning & Design, to ensure they are handled appropriately.

Innovation

- 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.
- 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 considerable experience in statutory and/or strategic land use planning.

Experience

- Demonstrated experience in leading and managing specialised and multi-disciplinary teams to deliver innovative and effective land use plans and strategies.
- Demonstrated experience in developing and managing relationships with key stakeholders to deliver outcomes.
- Demonstrated experience and ability to be pro-active and lead a team in the solution of complex problems innovatively and effectively within a government and multi-disciplinary context.

Skills

- Ability to generate and communicate statutory plans and strategies in a timely manner.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills in leadership, coordination, negotiation, teamwork and consultation.
- Exceptional project, organisational and time management skills in prioritising and managing a team's workload to drive outcomes.
- An understanding of Section 7.11/7.12 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: