

Coordinator Strategic Planning

Position Number	1174
Directorate	Communities & Place
Service Unit	Strategic Planning
Department	Investment Attraction & Growth
Location	Civic Centre, Roberts Avenue, Horsham
Position Classification	Band 7 Level A
Position Appointment	Permanent Full-time
Enterprise Agreement	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
Reports to	Manager Investment Attraction & Growth

Organisation Values - **FAIR**

Flexibility

We are adaptable to changing circumstances

Accountability

We are responsible for our behaviour and actions

Integrity

We are ethical, transparent and honest in our conduct

Respect

We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

1. Position Objectives

- To play a key role in advising and guiding planning, future land use and development priorities across the municipality, in support of cohesive managed growth, development and liveability.
- To lead strategic policy development, provide expert advice on planning matters and coordinate comprehensive responses on planning issues for the benefit of the Horsham Community through the application of highly developed communication, interpersonal, consultation, negotiation and presentation skills.
- To lead a small team of professionals coordinating an integrated approach to planning, including transport, community services, urban design, heritage, place making, open space and other essential infrastructure.
- To consult and collaborate with a range of stakeholders, both internal and external, to achieve agreed outcomes around specific planning issues as well as the preparation of sound planning advice, analysis and assessment of planning proposals, and supporting the preparation of planning scheme amendments and capital works planning.
- Positively elevate the profile of the Council's history, heritage buildings and places.
- Provide Council with sound leadership in heritage and conservation.
- Advance the quality of built form and heritage practices in the municipality through advocacy, partnerships and consultation with internal and external stakeholders, private enterprise and members of the public.
- Facilitate and negotiate good design and development outcomes with staff, applicants, designers, and other community members.
- Lead the preparation, review and implementation of Council's policies and strategies and ensure they reflect the community's visions and values whilst complying with legislation.

2. Key Responsibility Areas

- Provide strategic land use planning advice based on contemporary best practice strategic land use planning thinking, practices and policy.
- Manage and coordinate strategic land use planning activities, policy development, to ensure compliance and delivery within budget, legislative and other requirements.
- Engage with stakeholders to facilitate the exchange of information to ensure a coordinated approach to urban planning and development that gives rise to orderly and proper planning.
- Lead and deliver complex strategic planning projects, for example local area plans, master plans and structure plans, heritage studies that guide the future development of the Horsham municipality.
- Prioritise strategic program and project activities and liaise and work with relevant staff to ensure the implementation of activities in accordance with all human resource, budgetary, OH&S, environmental, legislative, statutory and relevant service authority standards.

- Provide guidance, advice and leadership in the coordination and execution of programs and activities.
- Assess, prepare and process planning scheme amendments in accordance with statutory requirements and conduct negotiations to achieve policy directions, in conjunction with the Manager Investment Attraction and Growth.
- Lead the evaluation and review of major projects in the statutory planning phase by liaising with the Council's Statutory Planning section and relevant external agencies, applicants and firms.
- Research and analyse planning issues, trends and proposals.
- Support the Manager Investment Attraction and Growth in the development of strategic and annual programs and projects in relation to relevant functions.
- Manage the Strategic Planner Officer/Contractor, receive feedback, monitor performance and consider reports on operations.
- Implement human resource processes for Strategic Planning staff, including annual reviews, training needs, discipline, performance issues.
- Support the Manager Investment Attraction and Growth in the preparation of tender and contract documentation and oversee the procurement and management of consultants utilised by the Strategic Planning Unit, as required.
- Liaise with other coordinators and groups to ensure efficient sharing of resources, information, support and assistance.
- Review and monitor Municipal Strategic Statement and Horsham Planning scheme, in conjunction with the Manager Investment Attraction and Growth and relevant staff.
- Ensure that Council equipment used by the Strategic Planning Unit is managed, operated, maintained and utilised in line with respective programs to provide reliable, safe and efficient operation, and that other assets under control of the position and Council work sites, are kept in an appropriately neat, tidy, safe and secure condition.
- Represent the Strategic Planning Unit in relevant internal and external meetings and promote the operations, activities and relationships of the Unit, including in the media.
- Provide verbal and written reports to Manager Investment Attraction and Growth, as necessary, together with other reports, briefings as required.
- Lead and prepare the development/review of strategies, policies and plans to ensure the municipality's heritage buildings and places are identified, conserved, protected and interpreted consistent with best practice heritage conservation principles and to ensure consistency and quality of advice.
- Review, advise and update the Council on relevant built form, heritage, conservation and sustainability policy from Government agencies and other key heritage related stakeholders.
- Support Council's heritage advisor on relevant aspects of development applications where the development is considered to be of critical importance to the municipality.
- Develop and implement processes and procedures to ensure the municipality's heritage buildings and places are protected and valued.
- Provide technical advice and assistance, to contractors and Council staff on Council owned and managed heritage buildings and places.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

3. Occupational Health and Safety (OH&S) Responsibilities

- Provide appropriate supervision to employees.
- Provide information and instruction.
- Ensure appropriate training is provided.
- Provide leadership through the promotion of safety.
- Encourage and support the reporting of incidents and hazards both in the Fleet unit and other departments.
- Ensure the provision of safe equipment.
- Ensure appropriate PPE is always worn.
- Ensure compliance with Safe Work Method Statements and procedures.

4. Accountability and extent of Authority, Judgement and Decision Making

- Responsible to the Manager Investment Attraction and Growth for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply. Guidance and advice are usually available with regard to any matter.
- Provide timely and professional expert advice to Council, Council staff, the community, development proponents in relation to strategic land use planning projects, processes and implications of major development proposals.
- Freedom to act is governed by policies, objectives and budgets with regular reporting to the Manager Investment Attraction and Growth to ensure achievement of goals and objectives. Decisions and actions taken may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation. Guidance is not always available within the organisation.
- The nature of the work is often specialised and methods, procedures and processes are generally developed from theory or precedent. The application of these established techniques to new situations, and the need to recognise when these established techniques are not appropriate, will influence how problems are solved.
- Overall responsibility for the quality, effectiveness, cost and timelines of programs, projects and work plans undertaken by the Strategic Planning Unit, together with the safety and security of personnel, plant and other assets overseen by the position.

5. Skills and Knowledge

- Experience in researching and writing high quality detailed reports, submissions, policies and guidelines in relation to strategic land use planning and manage implementation.
- Thorough working knowledge of the Planning and Environment Act 1987, the Victoria Planning Provisions and other State and regional strategic land use planning legislation and policies, as relevant to strategic land use planning.
- An understanding is required of long term HRCC planning goals, values and aspirations and of the legal and political context in which the HRCC operates.

6. Management and Administrative skills

- Ability to manage time, set priorities and plan and organise one's own work, and where appropriate that of other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Understanding of personnel policies and practices and the ability to implement relevant aspects, including:
 - awards
 - equal opportunity and occupational health and safety policies
 - recruitment and selection procedures and techniques
 - position descriptions
 - employee development schemes and long term staffing strategies
- Excellent computer skills and ability (Microsoft Office suite)
- Excellent administrative skills with the ability to produce effective written documentation.

7. Interpersonal skills

- Excellent oral and written English skills, with an actively engaging style.
- Excellent personal presentation and the ability to deal courteously and efficiently with the public, counterparts in other organisations to discuss and resolve specialist problems, and with other employees within the organisation to resolve intra-organisational issues.
- The ability to work cooperatively with others and discuss and resolve issues in a positive and constructive manner.

8. Qualifications and Experience (Selection Criteria)

- Completion of a Tertiary qualification at a Bachelor Degree level, or above, in urban and regional planning or a related field.
- Minimum 5 years' experience in strategic land use planning is essential, and experience in working local government is preferred.
- Experience in other related planning fields, such as Statutory and Heritage Planning is desirable but not necessary.
- Demonstrated ability to successfully manage a large number of complex land use planning projects simultaneously
- Current driver's licence

KEY SELECTION CRITERIA

- Tertiary qualifications at a Bachelor Degree level, or above, in urban and regional planning or related discipline with a minimum 5 years' experience in strategic land use planning is essential. Experience in working in local government is preferred
- Demonstrated success working in a team environment to provide creative advice, guidance and direction on policy and land use challenges, and deliver integrated strategic land use planning projects.
- Experience in planning and delivering successful and innovative community consultation programs.
- Demonstrated experience in inspiring, guiding, and managing a cohesive team to achieve shared goals, fostering a positive and high-performing workplace culture.
- Proven ability to engage, collaborate, and build consensus with diverse stakeholder groups, ensuring inclusive participation and effective communication in strategic land use planning processes.
- Demonstrated willingness and capacity to accept and implement reasonable decisions or directions, even when they differ from advice provided, while maintaining professionalism and commitment to organisational objectives.
- In depth working knowledge of the Victoria Planning Provisions and the Planning and Environment Act 1987, in particular the ability to manage Planning Scheme Amendments, and write and review policy.
- Proven project and financial management experience with the ability to manage contracts and consultants, deliver projects on time and within budget and prioritise and manage a demanding day-to-day workload.

9. Organisational Relationships

Reports to:	Manager Investment Attraction & Growth
Supervises:	Strategic Planner – Officer/Contractor
Internal Liaisons:	All Council staff Investment Attraction & Growth Teams Coordinators Statutory Planning
External Liaisons:	Community Property Owners Developers Government and semi-government entities Utility providers Referral organisations

10. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

Accessible and Inclusive Employer

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

Occupational Health and Safety/Risk Management

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

11. Further information

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Safety Department or www.humanrightscommission.vic.gov.au for further information.

Manager People & Safety
Horsham Rural City Council
PO Box 511
Horsham Victoria 3402
Email: hr@hrcc.vic.gov.au

12. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

Approved by:
(Director Infrastructure)

Date:

Employee name:

Signature:

Date: