

Position Description

Position Title	Senior Strategic Planning Officer
Position Number	TPSL01
Directorate	Planning & Development
Business Unit/s	City Future
Reports to	Coordinator City Future Projects
Classification	Level 8, Inside Workforce Agreement

Organisational Overview

The City of Stirling is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 220,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1200 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling’s core values are:

- Approachable
- Responsive
- Transparent
- Innovative

Reporting Relationships

This position reports to Coordinator City Future Projects.

Business Unit Objective

To create livable communities and places through strategic land use planning.

Position Overview

The Senior Strategic Planning Officer is primarily responsible for the work associated with correspondence, enquires, proposals, policy, strategy development and decisions within the area of responsibility of the Business Unit, including cases where these are:

- complex or require a higher degree of experience;
- require decisions making outside of the scope of clear predetermined criteria; and
- politically sensitive or controversial.

Position Objectives

- Response to written and verbal customer enquiries.
- Inspections, statutory and technical assessment.
- Research and investigation.
- Preparation and presentation of the Council's position in public meetings, evidence, appeals or inquiries.
- Consultant procurement, supervision and project management.
- Stakeholder engagement and consultation.
- Assessment and consideration of submissions to advertised planning instruments.
- Preparation of internal reports, recommendations, or advice to outside agencies.
- Preparation of reports to Council on a range of matters associated with the core responsibilities of the Business Unit.
- Assistance to the Manager with oversight of work processes, quality control and staff supervision, mentoring and recruitment as directed.
- Comment on major strategic Development Applications and Structure Planning proposals/
- Preparation of planning instruments associated with the core responsibilities of the Business Unit, including:
 - Preparation and review of Planning Scheme/s, Amendments, Local Development Plans and Planning Policy,
 - Preparation of strategies and undertaking of projects

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.

- Takes responsibility for and actively promotes the importance of the City’s Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City’s Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City’s Code of Conduct.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Tertiary level qualifications in Urban and Regional Planning, or a related discipline, and significant demonstrated experience in a similar role.	Essential
Knowledge, Skills, Experience & Abilities	
Demonstrated understanding of the principles of, and a commitment to provision of, high quality Customer Service.	Essential
Demonstrated high level of knowledge and understanding of the principles and practice of statutory and strategic Town Planning in a Western Australian Local Government environment.	Essential
Excellent research, analytical and problem solving skills.	Essential
Ability to exercise decision-making and judgement in a logical, lawful, and accountable manner.	Essential
Excellent communication skills (both written and oral) and the ability to negotiate at high levels.	Essential
Sound knowledge of the relevant legislation and statutory processes.	Essential
Significant relevant Town Planner experience, or similar role.	Essential
Relevant Local Government experience.	Essential
Demonstrated understanding of urban design principles.	Desirable
Project management experience and proved ability in achieving project outcomes.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current Driver’s Licence.	Essential

Office use only

Position Creation Date	Date	Officer
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Last reviewed/Modified	Date	July 2023	Officer	Manager City Future
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