

Position Description

Position Title	Coordinator City Precincts
Position Number	
Directorate	Planning & Development
Business Unit/s	Planning & Development Admin
Reports to	Director Planning & Development
Classification	Level 9 – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) 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 243,000 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 1,500 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

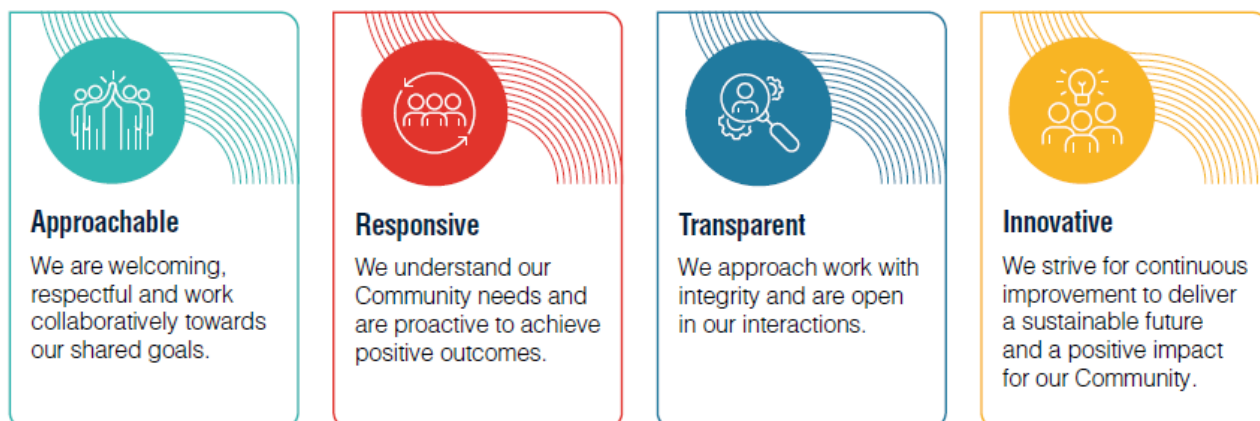
A sustainable City with a local focus.

Mission Statement

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

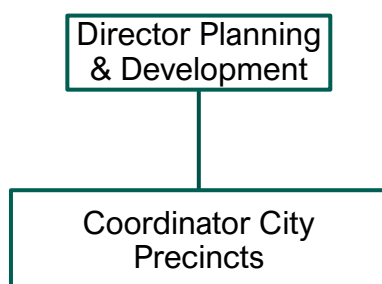
Values

The City of Stirling's core values are:



Reporting Relationships

This position reports to the Director Planning and Development.



Position Overview

- The Coordinator City Precincts is responsible for leading, coordinating and advancing the transformation of key precincts, centres and priority areas across the City, creating vibrant, connected, attractive and investment-ready places that support economic growth, community outcomes and long-term urban renewal.
- The role acts as the City's dedicated champion for priority precincts and areas across the City such as the Stirling City Centre. The role is responsible for driving implementation of the City's vision, facilitating investment, coordinating catalyst projects and aligning the activities of multiple internal business units and external stakeholders.
- The position provides strategic leadership across planning, infrastructure delivery, place activation, economic development, land development, advocacy and investment attraction initiatives to ensure the long-term growth and success of the areas.
- An initial key responsibility of the position is leading the implementation of the City's vision for Hertha Reserve as the catalyst project for the transformation of Stirling City Centre. Over time, the role will support similar initiatives across other priority precincts and areas throughout the City.

Strategic Precinct Leadership and Transformation

- Lead the implementation, review and refinement of strategic visions and transformation frameworks for key precincts, centres and priority areas across the City, ensuring alignment with the City's strategic priorities, policies and objectives.
- Act as the City's dedicated champion for priority precincts, driving a coordinated long-term agenda across planning, infrastructure, economic development, place activation, advocacy and investment initiatives.
- Identify opportunities, risks and barriers affecting transformation outcomes and develop strategies to maintain momentum, remove obstacles and accelerate delivery.
- Provide lawful, accurate and accountable strategic advice to the Executive Team, Council, senior management, the community and external agencies on matters affecting the future development of priority precincts.

Catalyst Projects and Precinct Delivery

- Lead and coordinate a multi-disciplinary portfolio of city-shaping precinct and catalyst initiatives that support the transformation of key areas across the City.
- Coordinate investigations, business cases, governance arrangements, monitoring and delivery strategies to ensure strategic projects are progressed in line with agreed priorities and outcomes.
- Facilitate innovative development, funding and partnership models that maximise community, economic, employment and place activation outcomes.
- Coordinate activities across business units and project partners to support integrated delivery and ensure catalyst projects remain aligned to the City's broader vision.

Investment, Advocacy and Partnerships

- Assist with the promotion of priority precincts and areas as a strategic location for investment, employment, innovation and urban development.
- Develop and maintain strong relationships with developers, investors, landowners, State Government agencies, infrastructure providers, industry stakeholders and the development sector.
- Prepare and pursue advocacy strategies, funding submissions, investment proposals, grant opportunities and strategic partnerships that support the City's vision and priorities.
- Represent the City in strategic forums, negotiations, working groups and partnership initiatives, advocating for infrastructure investment, policy reform and government support.

Organisational Leadership and Stakeholder Coordination

- Coordinate and influence activities across multiple business units to advance precinct outcomes, maintain momentum and ensure organisational alignment with agreed priorities.
- Lead multidisciplinary project teams, working groups and cross-organisational activities to achieve shared outcomes where direct reporting authority may not exist.
- Foster a collaborative, solutions-focused approach across the organisation and with external stakeholders to support integrated and coordinated outcomes.
- Facilitate effective collaboration between internal business units, government agencies, community stakeholders and delivery partners.

Strategic Advice, Governance and Reporting

- Prepare high-quality reports, presentations, briefing notes, agenda items, statutory decisions, recommendations and supporting documentation for the Executive Team, Council and stakeholders.
- Monitor and evaluate progress against adopted strategies, projects and implementation plans, providing timely advice on emerging issues, opportunities and project risks.
- Ensure statutory obligations, decision-making processes and governance requirements are met within the designated area of responsibility.
- Ensure decision-makers are informed by robust evidence, analysis, stakeholder insights, market trends, government priorities and industry developments.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- 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.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.

Selection Criteria

Qualifications/Education Level	
Tertiary level qualifications in Urban and Regional Planning, property development, project management, urban design or a related relevant discipline, and significant demonstrated experience in a similar role.	Essential
Knowledge, Skills, Experience & Abilities	
A demonstrably high level of knowledge and understanding of the principles and practice of statutory Town Planning in a Local Government environment.	Essential
Significant experience leading complex strategic projects, precincts or place-based initiatives.	Essential

Demonstrated experience working across multiple stakeholders to achieve shared outcomes.	Essential
Highly developed project leadership and program management skills.	Essential
Strong understanding of urban development, planning and city-shaping processes.	Essential
Demonstrated ability to influence outcomes without direct authority	Essential
Highly developed communication, presentation and report writing skills.	Essential
Demonstrated experience engaging with government agencies, developers, consultants and community stakeholders.	Essential
Strong commercial, investment and strategic thinking capability.	Essential
Highly developed problem-solving and negotiation skills	Essential
Experience preparing Executive and Council reports, business cases and presentations.	Essential
Ability to operate effectively within politically sensitive environments.	Essential
Ability to identify opportunities and translate strategic intent into tangible outcomes.	Essential
Excellent knowledge of the relevant Western Australian Planning system, and Local Government legislation and statutory processes.	Essential
Demonstrated operational management ability including: - Financial (Budget preparation, monitoring and review). - Quality and cost control. - Business Unit performance measurement and evaluation. Customer Service.	Essential
Experience in strategic centre, urban renewal or major precinct development projects.	Desirable
Experience in local government.	Desirable
Experience in investment attraction or economic development.	Desirable
Experience working with State Government agencies.	Desirable
Experience in property development, urban regeneration or infrastructure delivery.	Desirable

Other	
National Police Clearance (under 3 months).	Essential
Possession of a “C” Class Driver’s Licence, which must be maintained current whilst employed at the City of Stirling	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date	Officer	