

Position Description

Position Title	Strategic Planning Officer
Position Number	TPPR04
Directorate	Planning & Development
Business Unit/s	City Future
Reports to	Coordinator of Schemes, Policies and Heritage
Classification	7 - 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:



Approachable
We are welcoming, respectful and work collaboratively towards our shared goals.



Responsive
We understand our Community needs and are proactive to achieve positive outcomes.



Transparent
We approach work with integrity and are open in our interactions.



Innovative
We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.

Reporting Relationships

This position reports to the Coordinator of Schemes, Policies and Heritage.

Business Unit Objective

To facilitate development within the City and enhance the quality of the built form by providing an effective, prompt and efficient approvals service.

Position Overview

The Strategic Planning Officer is primarily responsible, under the direction of their Coordinator, for amendments to the City's Local Planning Scheme No.3 and Local Planning Policies; undertaking research demonstrating evidence-based projects; develop policies, plans and strategies; and the assessment of development applications relating to heritage places.

Position Objectives

- Assessing Local Planning Scheme amendments in accordance with legislative requirements;
- Preparing and reviewing local planning policies;
- Assessing applications for development on heritage places;
- Undertaking research and investigation on land use planning matters;
- Assessing privately initiated Structure Plans and Local Development Plans Coordinating City's responses to State Government planning initiatives;
- Managing and maintaining corporate planning related databases;
- Providing advice to the public and developers on planning scheme related matters;
- Responding to Council's Land Use Policy initiatives;
- Response to written and verbal customer enquiries;
- Preparation and presentation of the Council's position in public meetings, evidence, appeals or inquiries;
- Stakeholder consultation;
- Assessment and consideration of public submissions;

- Applicant liaison and pre-lodgement advice on heritage development applications;
- Preparation of internal reports, recommendations or advice to outside agencies, associated with the following core responsibilities of the Business Unit;
- Provision of statutory planning advice to management, the general public and Council.

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.
- 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.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Tertiary level qualifications in Town Planning, or a related discipline.	Essential
Knowledge, Skills, Experience & Abilities	
High level of knowledge and understanding of the principles and practise of statutory Town Planning in a local government environment.	Essential
Ability to exercise decision-making and judgement in a logical, lawful and accountable manner.	Essential
Excellent communications skills (both written and oral) and the ability to negotiate at high levels.	Essential
Sound knowledge of the relevant legislation and statutory processes.	Essential
Demonstrated experience in a relevant area.	Desirable
Relevant Local Government experience.	Desirable
Other	

National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date	Officer	Coordinator Schemes, Policies and Heritage