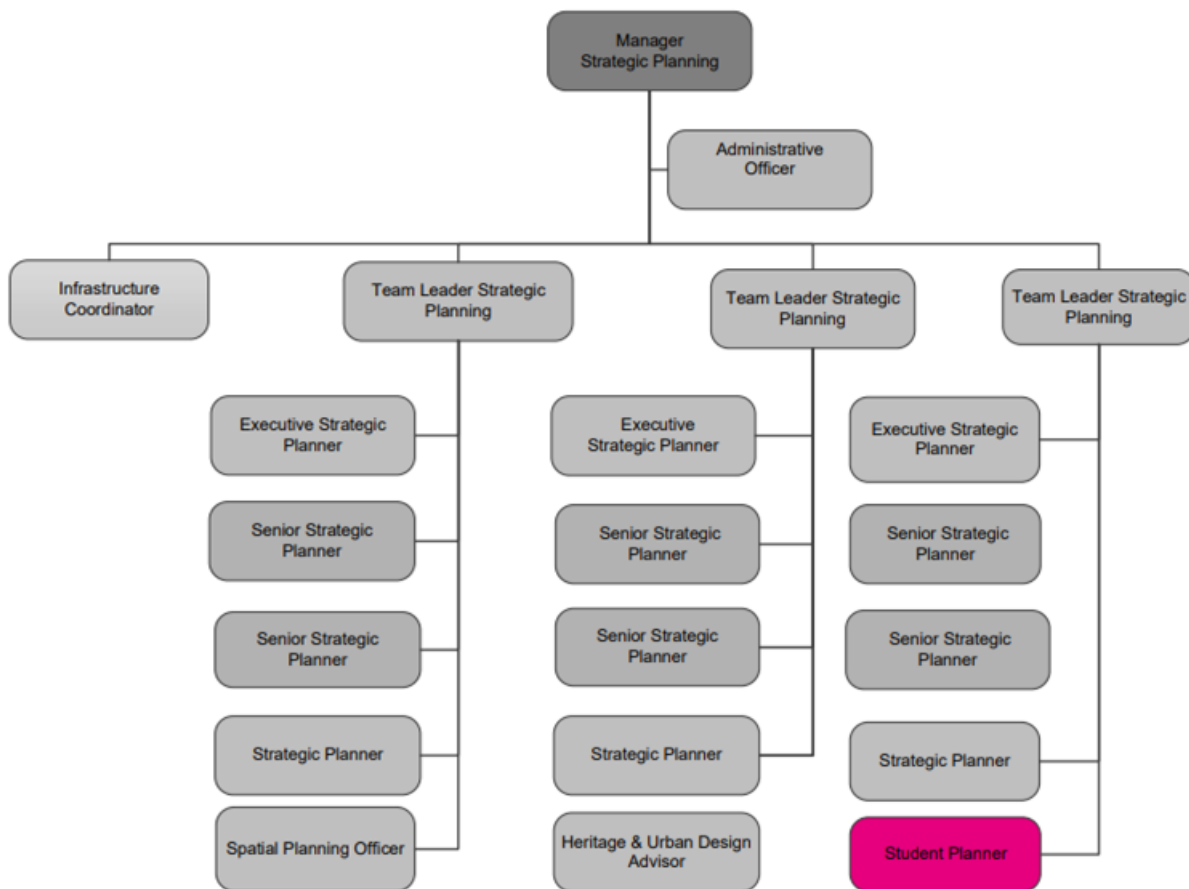


## POSITION DESCRIPTION

<b>Position Title</b>	Student Strategic Planner
<b>Position Number</b>	43141
<b>Division</b>	Planning and Environment
<b>Branch</b>	Strategic Planning
<b>Grade</b>	Trainee Scale
<b>Special Requirements</b>	Current drivers licence
<b>Physical and Environmental Demands</b>	Ability to carry out site inspections
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Actively Managing Camden's Growth

### Reporting Structure



<b>Position Purpose</b>
To contribute to actively managing the growth of the LGA through effective strategic land use planning.
<b>Key Result Areas</b>
<ul style="list-style-type: none"> <li>• <b>Strategic Land Use Projects</b></li> <li>• <b>Customer service</b></li> <li>• <b>Branch activities</b></li> <li>• <b>Corporate Core Values</b></li> </ul>
<b>Key Duties &amp; Responsibilities</b>
<p><b>Strategic Land Use Projects</b></p> <ul style="list-style-type: none"> <li>• Develop skills to assist in the delivery of strategic land use projects.</li> <li>• Develop skills to assist and provide advice on planning matters.</li> <li>• Work cooperatively with the team.</li> <li>• Ensure that decisions are in accordance with sound professional judgement and within delegated authorities.</li> <li>• Maintain current knowledge of legislation, policy and procedures that impact on the development process.</li> </ul> <p><b>Customer service</b></p> <ul style="list-style-type: none"> <li>• Liaise with and provide assistance to the development industry and community in relation to Planning Proposals and development related matters.</li> <li>• Enhance customer service.</li> <li>• Project and promote the image of Council as both efficient and courteous whilst fulfilling the requirements of the legislation.</li> </ul> <p><b>Branch activities</b></p> <ul style="list-style-type: none"> <li>• Ensure effective, efficient and consistent outcomes are achieved.</li> <li>• Report and recommend solutions to problems as necessary.</li> <li>• Assist the team leader in the day to day operations of the team and on all planning matters as required</li> <li>• Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.</li> <li>• Carry out other duties as required.</li> </ul> <p><b>Corporate Core Values</b></p> <ul style="list-style-type: none"> <li>• Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment and Customer Focus.</li> </ul>
<b>WHS Responsibility</b>
<ul style="list-style-type: none"> <li>• Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area</li> </ul>
<b>Risk Management Responsibilities</b>
<ul style="list-style-type: none"> <li>• To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.</li> </ul>

- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - follow Council policies and procedures.

### Essential and Desirable Criteria

#### Essential

- Undertaking an undergraduate or post graduate degree in Town Planning or a related field.
- Well-developed oral and written communication skills.
- Computer skills.
- Demonstrated ability to apply EEO, OH&S and ethical practice principles and to act with probity at all times.
- Ability to work both independently and as part of a team.
- Self-starter.
- Ability to liaise with all levels of staff.

<b>Prepared By</b>	Manager Strategic Planning
<b>Date Prepared</b>	March 2023
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	