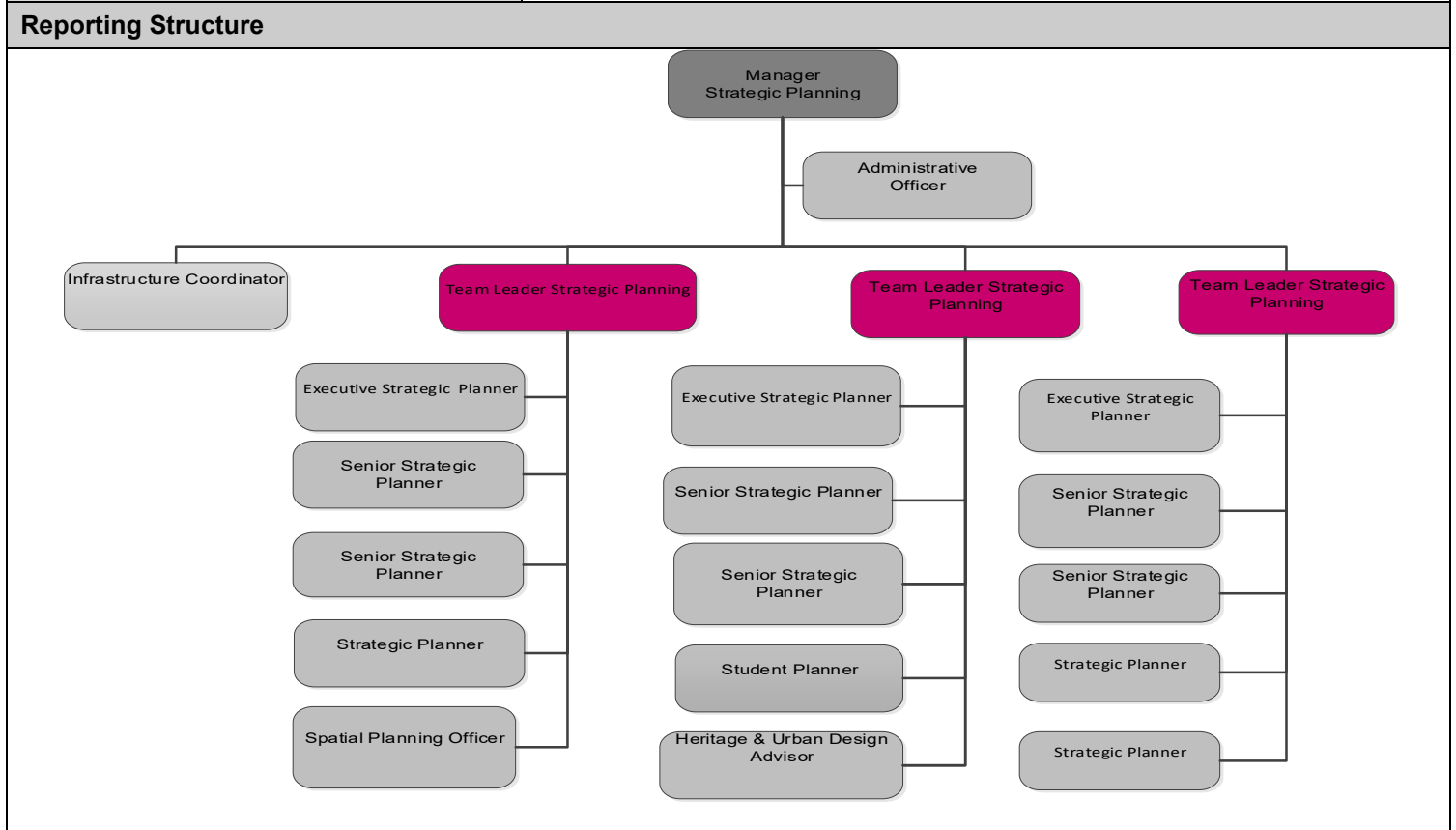


POSITION DESCRIPTION

Position Title	Team Leader Strategic Planning
Position Number	43173
Division	Planning and Environment
Branch	Strategic Planning
Grade	19
Special Requirements	Current drivers licence Ability to work flexible hours and attend meetings outside of normal working hours when required.
Physical and Environmental Demands	Ability to work flexible hours, including attending meetings outside normal working hours
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Actively Managing Camden's Growth



Position Purpose

To coordinate the strategic planning team to deliver effective urban and rural planning

Key Result Areas

- **Leadership**
- **Strategic Planning**
- **Policy and Procedures (including legislation)**
- **Branch Activities**
- **Customer Service**
- **Corporate Core Values**

Key Duties & Responsibilities

Leadership

- Display Council's Core value of Leadership, including all aspects of staff management, guidance and the demonstration of role model behaviours.

Strategic Planning

- Be accountable for the delivery of agreed outcomes as identified in Council's Strategic Plan and Strategic Planning Branch work program.
- Coordinate and lead the delivery of precinct planning in designated Growth areas.
- Coordinate the development and implementation of strategic land use policy.
- To identify and inform Council of emerging issues and trends and recommend appropriate responses
- Communicate and liaise with key agencies and stakeholders including state government agencies, peak groups, special interest groups and industry associations.
- Provide technical assistance and advice to council staff, senior management, Council, developers and the community.
- Represent Council in negotiations with stakeholders.
- Represent Council at relevant professional networks and seminars.
- Attend Council, Committee and public and internal meetings as required.

Policy and Procedures (including legislation)

- Lead the development, implementation and review strategic land use strategies, planning instruments, such as Local Environment Plans and Development Control Plans, and other policy documents according to relevant legislation and in line with Council's strategic direction.
- Lead the review, development and improvement of work systems and practices to ensure efficiency, enhance customer service and meet customer needs.
- Maintain current professional knowledge.

Branch Activities

- Lead, coordinate and manage strategic projects and multi-disciplinary cross organisational project teams to achieve required outcomes.
- Integrate project activities and outcomes with the activities of other branches within council to ensure coordinated solutions to community issues and needs.
- Supervise, mentor and train staff.
- Achieve day to day performance goals by leading team activities.
- Ensure transparency is inherent in undertaking/delivering projects.
- Maintain probity on all occasions.
- Flexibly to respond to organisational requests for urgent work.

- 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.
- Other relevant duties which may be required by the Manager from time to time.

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.

Corporate Core Values

- Continuously display Councils Corporate Core Values of Innovation, Leadership, Partnership, Customer Focus, Commitment and Safety.

WHS Responsibility

- Implement, monitor and, or comply with Councils 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.

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- 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

- Tertiary qualifications in Town Planning or related discipline and extensive job-related experience.
- Experience in a supervisory role with demonstrated skills in providing effective leadership, mentoring and motivation of staff.
- Demonstrated ability to think strategically, holistically and creatively in leading the delivery of new urban release areas and the development of strategic land use policy.
- Demonstrated high level communication, interpersonal, negotiation and problem-solving skills.
- Proven ability make decisions to deliver complex outcomes in a politically sensitive environment in a timely and efficient manner
- A sound working knowledge of, and/or experience in, the implementation of the Environmental Planning and Assessment Act 1979, the Environmental Planning and Assessment Regulation 2000 and the NSW Local Government Act 1993.
- Strong focus on and commitment to quality customer service.
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times.

Desirable

- Demonstrated skills and experience in the formulation and implementation of community consultation programs.
- Evidence of commitment to ongoing professional development.

Prepared By

Manager Strategic Planning

Date Prepared	April 2024
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. 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.	
Employee Name:	
Employee Signature:	
Date:	