

# Position Information Document

<b>Position Title:</b>	Team Leader Planning Policy
<b>Position Incumbent:</b>	
<b>Reports to:</b>	Manager Strategic Development
<b>Classification:</b>	SAMSOA Level 7

## Community

The Community portfolio overseas: Planning Services, Strategic Development, Regulatory Services, Customer Experience and Economic Development on behalf of the Council in support of the wider Alexandrina community.

## Purpose Statement and Values REFIT

We acknowledge and respect our past, empower each other to positively impact the future, collaborate as a team to deliver results for our community, and have fun on the journey.

**Respect** - We respect diversity and inclusion, which broadens our experiences and perspectives.

**Empowered** - We are empowered to deliver for our community.

**Fun** - We find enjoyment and fun in all we do.

**Impact** - We make a difference for our community.

**Teamwork** - We work together with trust and purpose, holding each other accountable.

## Summary of Responsibilities

The Team Leader Planning Policy will ensure the provision of best-practice including the coordination of roles and the successful delivery of Councils programs. The Team Leader Planning Policy will also be responsible for –

- the delivery of Council initiated Code Amendments under the *Planning, Development and Infrastructure Act 2016*;
- coordinating Council's response and comments relating to privately initiated Code Amendments.
- input into other strategic projects as required.

Role:  
Last Reviewed  
Next Review:

Page 1 of 4



## Job Specification

### Leadership

- Lead, inspire, support and mentor the Planning Policy team.
- Actively engage, encourage and support the development of staff within the department.
- Adhere to legislative requirements of Council including any relevant Codes of Conduct, Policy Procedures, Codes of Practice, Acts and Regulations.
- Represent the Manager Strategic Development, and Alexandrina Council, as required.

### Policy Planning and Development

- Ensure planning policy is developed that supports the Council's strategic plans, State Government plans and other relevant legislation.
- Develop appropriate responses and make recommendations to Council in relation to required policy updates when legislative changes occur.
- To work regionally towards the expansion of shared services, with a view to establishing a Regional Planning Board (FRAP) and the expansion of the FRAP.

### Representation

- Provide specialist advice and assistance as required to Council staff.
- Prepare timely reports as requested/required.
- Ensure the timely and effective implementation of Council resolutions.
- Develop and foster a customer focus to service delivery.
- Report on Key Performance Indicators as required.

### Technical Skills

- Ability to develop a positive team and organisational culture.
- Excellent time management skills including the ability to develop and implement techniques, work practices and procedures to achieve corporate goals.
- Exceptional communication skills, including high-level written and presentation skills for a range of audiences and situations.
- High-level analytical skills with the ability to analyse issues holistically and translate research into tangible action and achievement.
- Ability to understand multi-faceted issues and develop relevant planning policy to achieve Council's objectives or goals
- Ability to present confidently in local and regional meetings and forums, and facilitate workshops and forums as required.
- Excellent interpersonal, negotiation, collaborative and influencing skills.

### Knowledge

- Comprehensive understanding of strategic and policy planning.
- Detailed working knowledge of the *Planning, Development and Infrastructure Act 2016* and associated Regulations, with experience undertaking amendments to the Planning and Design Code.
- Sound understanding of social, economic and environmental factors as they apply to regional, urban and rural planning.
- High-level knowledge of community development and consultation methods.

- Developed knowledge in project management relating to policy planning projects.
- Strategic understanding and knowledge of planning for future Federal, State and regional policy and implementation of aligned services, facilities and actions.
  - Working knowledge of other relevant Acts and legislation as they relate to the development of planning policy.

### Training

- Participate in staff development and training programs as required.
- Attendance at relevant courses and seminars that would assist in maintaining professional development standards.
- Other duties within the classification level as directed.

### Delegations

- As outlined for POS0351 in RelianSys

### Systems Interactions

- Microsoft O365
- CiAnywhere
- Intramaps
- Synergy
- PlanSA portal

## Experience and Qualifications

### Essential criteria

- Degree in Urban and Regional Planning or a similar/related discipline.
- A minimum of five (5) years practical experience in urban or regional planning and in particular strategic planning and policy development.
- Experience with Development Assessment.
- Demonstrated high-level written and verbal communication skills.
- Skilled in the use of Microsoft Office software
- Current Drivers Licence.

### Desirable criteria

- Experience in Local Government.
- Registered Planner or Full Member with the Planning Institute of Australia.
- Project management qualifications and/or experience.
- Experience leading a team of professionals.

## Accountability

Responsible to Manager Strategic Development, the Team Leader Planning Policy will lead the Policy team to deliver Council amendments to the State Government's Planning and Design Code and for responding on behalf of Council to privately initiated Code Amendments.

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Last Reviewed  
Next Review:

Page 3 of 4

## Requirements of the Employee

### Work Health Safety Responsibility

Under the WHS Act 2012, Section 28 Duties of Workers, a worker is anyone who works for a PCBU as an employee, self-employed person, outworker, contractor, subcontractor, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer. Whilst at work a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by a person conducting the business or undertaking to allow the person to comply with the Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health and safety at the workplace that has been notified to workers.

### Customer Service

- Promote Council's policy of excellence in customer service.
- Maintain the highest ethical standards and confidentiality in dealing with the data, our customers and each other.

### Information Management

- Contribute to the corporate Records Management system by complying with Council's record management policy and procedures.

### Performance Development Planning

- Performance Development Planning shall occur in accordance with the principles of Council's Performance Development Planning Program and the terms of the employment contract. The system involves regular performance feedback based upon progress against agreed performance development criteria and key performance indicators. The criteria will be negotiated between the employee and their supervisor within three months of appointment and will include the duties contained in this job description.

### Special Conditions

- The incumbent of this position may be required to work outside standard hours in special circumstances.

### Review

- This job description is subject to regular review\* and amendment as required.

\*The above review will be undertaken in conjunction with the Manager when the Objectives and Key Results (OKRs) are set when Performance and Career Development Planning is undertaken.

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Page 4 of 4