



**Murrindindi**  
Shire Council

# Position Description

Strategic Planner

Professionalism Integrity Accountability Empathy





## Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

### POSITION TITLE

Strategic Planner

### JOB NUMBER

555

### CLASSIFICATION

Murrindindi Council Enterprise Agreement  
Band 6 – 8 depending on experience

### GROUP

Community & Development

### DEPARTMENT

Economic Development

### APPROVED BY

Director Community & Development

### DATE

April 2024

## Position Overview and Objective

As the Strategic Planner within the Community and Development Group, this position will focus on ensuring that the Murrindindi Planning Scheme and associated policy is up to date and effective in achieving land use outcomes consistent with Councils desired social, environmental and economic outcomes.

The Strategic Planner will identify prepare and administer planning scheme amendments and their implementation. The position will also undertake or commission land use studies to inform changes in the planning scheme.

The position of Strategic Planner will be required to work collaboratively across the organisation.

The position of Strategic Planner will work within the Community & Development Group, work collaboratively across the organisation and engage with Councillors on a regular basis via formal briefings on specific projects and is expected to participate in community consultation to ensure our community is considered in decision making.

## Key Responsibilities

- Provide advice to the Council, the public, developers, and the clients of Council in relation to the provisions of the Murrindindi Planning Scheme, Council planning policies, strategies, and planning procedures.
- Demonstrated ability to provide leadership on strategic planning related issues.
- Advocate and seek funding for the delivery of strategic projects.
- Identify and lead the preparation and completion of strategic studies and plans, reviews of the Planning Scheme and other strategic land use and economic development projects as required.
- Manage contracts and relationships with external consultants engaged to undertake strategic work for the Shire.
- Lead and process where appropriate, proponent lead planning scheme amendments.
- Liaise with other sections of Council and State, Commonwealth, and non-government agencies on strategic planning matters.
- Actively collaborate with statutory planners, seeking their input regarding improvements to the planning scheme, and ensure the intent and direction of new strategic work is clearly understood.
- Enable community engagement activities, events, and meetings in collaboration with the Community Engagement Unit in relation to Strategic Land Use Planning.
- Represent Council at planning panels and other forums.
- Prepare briefings and reports to Council on strategic planning matters.
- Keep abreast of the changing legislation and practice requirements for the management of planning schemes in Victoria.

## Organisational Relationship

Reports to:	Manager Economic Development or Manager Development Services
Supervises:	Nil
Internal Relationships:	Economic Development Planning Unit Community Engagement Unit Council employees Councillors
External Relationships:	Department Energy, Environment & Climate Action (DEECA) Department Transport & Planning (DTP) Goulburn Murray Water (GMW) Goulburn Valley Water (GVW) Environment Protection Authority (EPA) Country Fire Authority (CFA)

## Key Selection Criteria

- A relevant tertiary qualification in Urban or Regional Planning and / or a closely related field with 4 years of professional experience in town or strategic planning. Experience in rural areas will be highly regarded.
- Proven project management, skills, and experience – preferred but not mandatory.
- Statutory Planning experience demonstrating the ability to identify policy deficiencies and improvements within Planning schemes, knowledge of issues at a Local and State Level which influence development of policy – preferred but not mandatory.
- A continuous improvement mindset with a positive, proactive, and flexible attitude.
- Demonstrated experience in delivering planning strategy and policy projects in an environment of balancing complex issues and competing priorities, and an understanding of a local government setting – preferred but not mandatory.
- A thorough understanding of the Victorian planning system with a proven ability to develop and implement planning policy / strategy through statutory mechanisms – preferred but not mandatory.
- Proven ability to think strategically, analyse complex situations, develop creative and practical solutions, and achieve outcomes that advance Council outcomes – preferred but not mandatory.
- Highly developed skills in communication of complex ideas, community consultation, community engagement and facilitation of stakeholders to achieve quality outcomes.
- Demonstrated ability in writing project briefs, managing consultants and undertaking stakeholder consultations.
- Demonstrated commitment to customer service and flexible solutions.
- Demonstrated attention to detail and strong organisational skills.

## Essential Position Requirements

The following section outlines requirements specific to this job.

<b>Enterprise Agreement</b> Ordinary Hours and Days Clause 16.2	"All" employee
<b>Drivers Licence / Ability to travel</b>	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role
<b>Physical Requirements</b>	Physical requirement associated with an office based role
<b>Psychological Requirements</b>	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.  In addition, this role has exposure to dealing with difficult situations which may include high conflict situations, supporting those experiencing disadvantage or distress, exposure to aggressive or vulnerable persons, providing support or assistance to people impacted by natural disasters
<b>Checks</b>	<b>Police / Criminal Record Check</b> Yes – on commencement and during employment by self-disclosure obligation or at the direction of Council due to requirements of the position.  <b>Evidence of rights to work in Australia</b> Required  <b>Working with Children Check</b> Not required for this role  <b>COVID Vaccination</b> In accordance with Council policy
<b>Matters relevant to the above checks</b>	Deals directly with members of the public
<b>Information Technology Literacy</b>	Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position.
<b>Work location conditions</b>	Hybrid - In accordance with Flexible Work Policy
<b>Outside ordinary hours of work</b>	Ad hoc requirement for outside business hour or after hour work in accordance with business needs

<b>Qualifications / Registrations / Licences / Memberships</b>	As per key selection criteria
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## **Banding be determined (Band 6-8)**

### **Band 8**

Accountability and extent of authority	<ul style="list-style-type: none"> <li>• Manage resources and/or regulatory or specialist units and/or develop and interpret policy.</li> <li>• Where supervising resources follow broad goals, policies, and budgets with period reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets.</li> <li>• Decisions and actions may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.</li> <li>• Where managing regulatory or specialist units, actions are governed by the goals and policies of the organisation and by statute and subordinate legislation. Decisions and actions taken at this level may have a substantial effect on the community or sections of it.</li> <li>• If the role is primarily involved in developing policy options and strategic plans, then the work is wide and limited only to the areas nominated by Council or the corporate management. The advice and counsel provided is relied upon for guidance and part-justification for adopting particular policies, the impact of which may be substantial upon the organisation and/or the community.</li> </ul>
Judgment and decision making	<ul style="list-style-type: none"> <li>• Undertake problem solving and policy development using less well defined methods, procedures and processes.</li> <li>• Contribute to the development and adaptation of problems and policy.</li> <li>• Identify and analyse an unspecified range of options before a choice is made.</li> <li>• Identify and develop policy options in own functional area for consideration and choice by their Manager or by Council.</li> </ul>
Specialist knowledge and skills	<ul style="list-style-type: none"> <li>• Proficiently apply theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the employees original field of specialisation.</li> <li>• Understand long term goals of the wider organisation and its values and aspirations and the legal and socio-economic and political context in which Council operates.</li> <li>• Sound knowledge of budgeting and relevant accounting and financial procedures (unless not required for a specialist position)</li> </ul>
Management skills	<ul style="list-style-type: none"> <li>• Supervise large numbers of employees or tertiary qualified employees or employees with extensive experience.</li> <li>• Apply management skills to achieve objectives and goals, taking account of organisational and external constraints and opportunities.</li> </ul>
Inter-personal skills	<ul style="list-style-type: none"> <li>• Persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations to achieve specific and set objectives.</li> <li>• Lead, motivate and develop other employees.</li> </ul>
Qualifications and experience	<ul style="list-style-type: none"> <li>• Degree course and experience in a specialist field of expertise.</li> <li>• May include further formal qualifications in the field of expertise or in management, or through measurable years of experience in another specialised field.</li> <li>• Or may have acquired through less formal qualifications together with extensive and diverse experience, or intensive specialist experience.</li> </ul>

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

## Organisational Responsibilities

**Code of Conduct** - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

**Values** – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

**Customer Service** – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

**Diversity, Equity and Inclusion** – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

**Safeguarding children, young people and vulnerable community members** – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

**Workplace Health, Safety and Wellbeing** – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

**Environment & Sustainability** – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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