POSITION DESCRIPTION

Position Title:	Strategic Landuse Planner
Position Number:	2811
Group:	
Business Unit:	
Service Unit:	Strategic Planning
Reports To:	Coordinator Strategic Planner
Grade:	13
Hours Of Work:	35 hours per week
Last Date Of Review:	October 2026
Last Date Of Evaluation:	

Role Function Summary

This position undertakes projects, which can influence the long term sustainability and success of land use in the Singleton LGA.

Focus areas of the position include design of the built environment, minimisation of land use conflict through spatial planning and design, biodiversity and environment protection, traffic and transport planning, flood and bushfire risk management, heritage conservation, facility and infrastructure funding, interpretation and application of legislation, economic development, social impact assessment, policy development, consultation and communication.

Key Responsibilities (Major and Essential Job Functions)

Customer Service, Communication and Consultation

- Provide information, advice and recommendations on a range of basic statutory and strategic planning matters in a manner that is timely and responsive to customers.
- Prepare correspondence, presentations and other material to effectively communicate land use and development planning information to customers and other stakeholders.
- Engage with the team, relevant sections of Council and other stakeholders to achieve innovative and well-rounded solutions to complex planning matters.
- Maintain planning information provided through Council's online and e-planning systems to ensure such information is current, complete and accurate.

Strategic Land Use Planning

- Develop and provide professional advice and recommendations to internal and external customers on strategic land use planning matters.
- Apply specialist town planning knowledge and skills to resolve issues, which have a complex range of potential impacts and solutions.
- Assess material lodged for Local Environmental Plan (LEP) and Development Control Plan (DCP) amendment requests and process such requests in accordance with the requirements of relevant legislation, procedures, policies and guidelines.
- Collect, analyse and interpret land use and development statistical data and utilise such data to inform land use planning decision-making.

- Prepare and assist in the preparation of land use plans, local development contributions plans, planning reports and strategy documents.
- Contribute to the preparation of briefs and specifications for projects to be completed by external consultants.

Governance

- Promote and maintain a positive image of Council in the community and the development industry.
- Undertake administration and reporting tasks within the delegations of the position, including correspondence and reports to Council.
- Provide and maintain an effective and efficient level of consultation with other members of the Business Unit.
- Adopt and encourage the principles of Work Health and Safety throughout the work area.

Continuous Improvement and Team Effectiveness

- Assist in the development and review of policies, protocols, procedures and other tools that help improve the efficiency and effectiveness of the Service Unit.
- Through appropriate training and research, maintain up-to-date knowledge of professional developments and trends in land use planning and local government processes.
- Proactively adopt and use Council's information technology systems.

Good communication and a professional proactive manner when interacting with people (internal and external) is essential. A commitment to continuous improvement and Council's work, health and safety requirements is also a necessity.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.
Our Purpose	To "create community".
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: • **Integrity:** We act with commitment, trust and accountability. • **Respect:** We are open, honest, inclusive and supportive. • **Excellence:** We strive to achieve the highest standards. • **Innovation:** We are creative, progressive and strategic. • **Enjoyment:** We promote a harmonious, productive and positive workplace.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships:	Other team members Coordinator Strategic Planning Other council staff.
External Relationships:	• Members of the public (including land owners, business owners and residents) • Community organisations • Property developers, architects and town planners • Legal professionals • Specialist consultants and other professionals • Officers of other Council's • State government agency representatives List applicable external relationships.
Direct Reports:	Nil
Indirect Reports:	Consultants

Specifications and Technical Skills:

Essential Criteria:

- A degree or diploma in town planning, urban and regional planning or other similar relevant field (or where such a qualification has been commenced but not completed, a commitment to obtain the qualification within the first 2 years of employment)
- Detailed understanding of NSW planning legislation, policies and processes and a minimum of 2 years' experience in development assessment or processing of Local Environmental Plan (LEP) and/or Development Control Plan (DCP) amendment proposals
- Excellent verbal and written communication skills, including the ability to develop high quality documentation on complex planning matters (including correspondence, reports, presentations, plans and policy documents)
- Highly developed critical thinking, analytical and problem solving skills, with ability to identify strengths and weaknesses of alternative solutions and suitable approaches to problems
- Proven ability to work independently and collaboratively in a team based work environment and carry out assigned tasks to agreed standards
- A commitment to providing excellent customer service to both internal and external customers of Council

Desirable Criteria:

- Experience assisting with, managing and/or participating in the preparation of Local Environmental Plan (LEP) and/or Development Control Plan (DCP) amendment proposals
- Computer literacy (including Microsoft Office, Adobe Acrobat, geographical information systems and web-based content management systems)
- Experience retrieving data from information systems, interpreting such data and conveying associated statistics via professional reports
- Strong time management and organisational skills

Licences and Tickets:

- Current NSW Class C drivers licence

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

	FREQUENCY				# OF HOURS A DAY							
ACTIVITY	**Repetitive**	**Frequent**	**Occasional**	**Infrequent**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Sitting		✓						✓				
Walking			✓			✓						
Standing			✓		✓							
Bending				✓								
Squatting				✓								
Climbing				N/A								
Kneeling				✓								
Twisting				✓								
Lifting				✓								
Driving			✓									

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☑	No	☐	Repetitive Hand Movements	Yes	☑	No	☐
	Right Hand					**Left Hand**			
Simple Grasping (hold bottle)	Yes	☑	No	☐	Simple Grasping (hold bottle)	Yes	☑	No	☐
Power Grasping (tight grip)	Yes	☐	No	☑	Power Grasping (tight grip)	Yes	☐	No	☑
Pushing Pulling (to from body)	Yes	☐	No	☑	Pushing Pulling (to from body)	Yes	☐	No	☑
Fine Manipulation (fine finger)	Yes	☐	No	☑	Fine Manipulation (fine finger)	Yes	☐	No	☑

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Strategic Land Use Planner** Employee:

Skill Progression Requirements ☑ Step Achieved	**Salary Step**	**N/A**	**1**	**2**	**3**	**4**
Minimum Degree or Diploma level qualifications in town planning or other appropriate discipline	1					
Demonstrated experience preparing Council correspondence, reports and presentation material to effectively communicate information to relevant parties	1					
Training completed on using Council's adopted records management system(s), software applications, geographic information system(s) and web-based content management systems (as relevant to the position)	1					
Demonstrated experience liaising with and fostering positive collaborative working relationships with team members, staff and other stakeholders	1					
Demonstrated experience developing and providing professional advice and recommendations to internal and external customers on strategic land use planning matters	1					
Demonstrated experience assessing information lodged for LEP or DCP amendment requests and processing such requests in accordance with the requirements of relevant legislation, procedures, policies and guidelines.	2					
Demonstrated experience monitoring and reporting on metrics relevant to the Sustainable Development Service Unit and (where relevant) preparing and submitting recommendations to address adverse trends or issues	2					
Demonstrated experience maintaining planning information provided through Council's online and e-planning systems to ensure such information is current, complete and accurate.	2					
Demonstrated experience working independently and collaboratively in a team based work environment and consistently carrying out assigned tasks to agreed standards	2					
Demonstrated participation in a cross-functional team activity (such as representation on a project control group and/or Council committee)	2					
Demonstrated involvement in the review and updating of fees and charges relevant to the Sustainable Development Service Unit (including application process fees and/or development contributions)	3					
Demonstrated involvement in the preparation of a work program for the position or service unit and experience preparing a project plan for a strategic land use planning project.	3					
Demonstrated experience writing complex reports and resolving complex issues	3					
Undertake training regarding work health and safety	3					

Undertake training regarding equity and diversity in the workplace	3					
Demonstrated experience undertaking a risk assessment of a work area or environment	4					
Demonstrated experience performing a quality assurance assessment of a planning project, process or task.	4					
Demonstrated involvement in the preparation of a strategic land use plan (such as a land use strategy, flood risk management plan, local environmental plan, development control plan or development contributions plan).	4					
Demonstrated experience managing small projects and contributing to the preparation of briefs and specifications for projects to be performed by external consultants.	4					
Demonstrated experience up-skilling by performing relief duties when required	4					

Skills Review Year (eg 2018): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on employees skill progression:

_____

_____

_____

Employee's Comments: _____

_____

_____

_____

Name | Signature | Date

Coordinator's Comments: _____

_____

_____

_____

Name | Signature | Date

Manager's Comments: _____

_____

_____

_____

Name | Signature | Date

Summary of Skills Assessment	**1**	**2**	**3**	**4**
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☑ **Proposed Salary Step Placement**				