



City of  
Norwood  
Payneham  
& St Peters

# STRATEGIC PLANNER

## POSITION & PERSON DESCRIPTION

January 2021

### GENERAL

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.

The Position & Person Description also provides the basis upon which selection criteria for the position are determined.

**DEPARTMENT:** Chief Executive's Office

**UNIT:** Economic Development & Strategic Projects

**SECTION:**

**ORGANISATIONAL RELATIONSHIP:** The Strategic Planner reports to the Manager, Economic Development & Strategic Projects.

The Position also works in collaboration with the Projects Manager, Urban Design & Special Projects, the Project Manager, the Economic Development Coordinator and the Economic Development Officer, as part of the Economic Development & Strategic Projects Team. In addition, this position is expected to develop and foster close working relationships with all staff across the organisation, to ensure that all projects, policies and strategic documents are prepared and delivered in an integrated and timely manner.

**NO. OF DIRECT REPORTS:** Nil

**AWARD & CLASSIFICATION:** *South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement*

General Officer, Level 6



## OVERVIEW

The position is responsible for a broad range of strategic and corporate projects as well as policy initiatives. The role of the Strategic Planner is to ensure that the City of Norwood Payneham & St Peters delivers a range of projects and introduces appropriate initiatives that respond to current issues, community expectations and legislative responsibilities. The position is expected to work both with a significant level of autonomy to deliver the requirements of the role and in a range of cross functional teams.

As part of their focus the Strategic Planner will develop and implement strategies and initiatives that respond to current social, environmental and economic trends and issues which deliver on the Council's primary objective of Community Well-being, which includes creating opportunities to help grow and support the existing community and the economy.

## ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the Business Excellence Framework as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below and attached to this document) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.

Our Values are:

|                                |  |
|--------------------------------|--|
| <b><i>Our People</i></b>       | We are passionate, committed, empowered and accountable and we recognise the contribution of others.                               |
| <b><i>Working Together</i></b> | A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done. |
| <b><i>Leadership</i></b>       | Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.                         |
| <b><i>Excellence</i></b>       | We strive for excellence in everything we do and we encourage innovation and quality.  |
| <b><i>Integrity</i></b>        | We demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.     |
| <b><i>Service</i></b>          | We seek to improve quality of life for our citizens and our community and we treat all stakeholders with respect.                  |



## POSITION OBJECTIVES

1. To initiate and conceptualise various projects and strategic initiatives, as required.
2. To provide timely and accurate advice to the Chief Executive Officer, the Council and staff on a range of projects and initiatives.
3. To coordinate, monitor, review and prepare the Council's Strategic Plan (*CityPlan 2030: Shaping Our Future*) and report on its implementation.
4. To research, develop and implement innovative programs, strategies and initiatives that deliver on the Council's Strategic Plan (*CityPlan 2030: Shaping Our Future*) and support sustainable economic development within the City of Norwood Payneham & St Peters.
5. To establish and maintain effective working relationships with all stakeholders.

## KEY RESULT AREAS

- *Operational Responsibilities*
  1. Planning & Investigating
  2. Project Management, Coordination and Liaison
  3. Preparation of Policies and Strategies
  4. Place Making and Place Activation
- *Organisational Responsibilities*
  1. Corporate Governance
  2. Environmental Sustainability
  3. Work Health & Safety and Injury Management
  4. Organisational Values

## **OPERATIONAL RESPONSIBILITIES**

### **Key Responsibilities & Key Tasks**

#### **1. Planning & Investigating**

- Investigate emerging issues and trends to ensure that the Council is kept up to date and able to respond to and implement new initiatives and priorities.
- Work with staff across the organisation to identify, conceptualise and progress key projects and initiatives, as required.
- Coordinate the development and ongoing delivery of a range of strategic, corporate and economic development projects and initiatives.

#### **Performance Indicators**

- Delivery of a range of initiatives in accordance with approved timeframes and objectives.

#### **2. Project Management, Coordination and Liaison**

- Involvement and participation in the planning, research, implementation and monitoring of projects and initiatives, as required.
- Oversee the appointment and management of consultants and contractors engaged to undertake specific projects.
- Prepare and manage budgets for projects, as required.
- Identify relevant funding opportunities and partnerships and prepare grant submissions for funding, as required.
- Establish and maintain effective working relationships across the organisation and with all stakeholders, including Government Agencies and existing and potential property owners, business owners and operators.

#### **Performance Indicators**

- Well-researched, written and justified budget bids and project definitions.
- Multi-tasking on a range of concurrent projects and being highly organised in the delivery of key projects.
- Grant funding applications completed in a timely and appropriate manner that maximises the Council's opportunities to receive grant money.

#### **3. Preparation of Policies and Strategies**

- Prepare corporate policies and strategies, as required.
- Provision of policy advice associated with issues, as identified.
- Participate in committees and project teams which are established to coordinate projects and prepare policies relating to a range of issues.
- Prepare responses on behalf of the Council on various legislative and policy changes.

#### **Performance Indicators**

- Delivery of projects and initiatives, taking into consideration economic, social, cultural and environmental factors, within agreed timeframes.

- Timely, well-researched policy advice and input.
- Elected Members and staff are provided with accurate, timely and up to date information on a range of issues and projects.
- Timely, well-researched, written and justified reports, policies and submissions.

#### **4. Place Making and Place Activation**

- Develop new Place Making strategies for the City, which build on the City's strong "sense of place" and enhance its distinct and unique places.
- Assist with the development of place-based plans to create vibrant places for people to live, work and visit, which assist in achieving the Council's economic development objectives.
- Monitor and report on the outcomes of Place Making and Place Activation strategies and evaluate and continuously improve the strategies, initiatives and programs.
- Provide advice on Place Making and Place Activation issues to staff across the organisation, the Council and key stakeholders.

#### **Performance Indicators**

- Strategies and initiatives are implemented in accordance with approved timeframes and objectives.

## **ORGANISATIONAL RESPONSIBILITIES**

### **Key Responsibilities & Key Tasks**

#### **1. CORPORATE GOVERNANCE**

- Contribute to the development of Corporate & Departmental Business Unit Plans.
- Promote and develop the Council's image, standing and role in the community as and where the opportunity presents itself.
- Demonstrate and promote a "customer first" approach when dealing with the community.
- Contribute to the delivery of quality services and identify areas for service delivery improvement.
- Demonstrate and promote Fair Treatment and Equal Employment Opportunity Principles in the workplace.
- Contribute to the organisations continuous improvement program, Australian Business Excellence Framework (ABEF).
- Observe and uphold the Organisational Values and conduct all affairs in accordance with Our Values and Community Well-Being.
- Pursuant to the Local Government Act, Section 110, observe and uphold the Code of Conduct for Council Employees.

#### **Performance Indicators**

- Positive participation in the Corporate & Departmental Business Unit planning processes.
- Positive image of Council is portrayed at all times.
- Increase in community satisfaction with regard to the delivery of quality services.
- Increased awareness of and compliance with Fair Treatment and Equal Employment Opportunity Principles.
- Organisational values (Our Values) observed at all times.
- Participation in all ABEF programs as required.
- Active participation in Continuous Improvement opportunities and contribute to the improvement of the Council's systems, processes, and operations.
- Improvements are developed and implemented in accordance with best practice principles and the ABEF.
- Provision of customer service excellence; providing clear and accurate information to customer requests and enquiries and resolving all requests in a timely, accurate and effective manner.
- Duties and responsibilities are performed effectively and considerately with all staff members across the organisation and achieve collective goals, outcomes and outputs for the Council.

#### **2. ENVIRONMENTAL SUSTAINABILITY**

- Consider and ensure best environmental sustainability practices in line with *Outcome 4: Environmental Sustainability*, of the Council's *CityPlan 2030: Shaping Our Future*, when undertaking duties and in the delivery of services.

#### **Performance Indicators**

- Demonstrated commitment to environmental sustainability when undertaking work-related duties.
- Timely reporting of environmental incidents as per the *Accident / Incident Report Form (WHS-02680)*.

### **3. WORK HEALTH & SAFETY and INJURY MANAGEMENT**

- In accordance with Section 28 of the Work Health and Safety (WHS) Act 2012, while at work you must:
  - take reasonable care of your own health and safety; and
  - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
  - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
  - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
  - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
  - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
  - maintain their workplace in a tidy and safe condition;
  - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
  - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
  - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.

#### **Performance Indicators**

- Increased awareness of, and compliance with, WHS legislation.
- Safe working practices utilised which are WHS compliant.
- Competency levels maintained and kept up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidences.

### **4. ORGANISATIONAL VALUES**

- Responsible for ensuring that the Organisational Values (Our Values) are observed at all times in the discharge of all responsibilities, accountabilities and outcomes.

#### **Performance Indicators**

- Compliance, observance and adherence to Organisational Values (Our Values) at all times.



## PERSON SPECIFICATION

### QUALIFICATIONS AND/OR EXPERIENCE

- Tertiary qualifications in Public Policy, Strategic and/or Urban Planning or similar.

### KNOWLEDGE

- Knowledge of Local Government decision making processes, budgeting and reporting.
- Knowledge of the economic, social and environmental challenges, emerging trends and opportunities.

### SKILLS

- Multi-tasking and managing a range of projects concurrently.
- Highly developed oral, written and personal communication skills.
- Highly developed negotiation, facilitation and networking skills.
- Excellent interpersonal skills and demonstrated ability to form positive and effective working relationships within the organisation and with key partnership bodies, individuals, business owners and managers.
- Excellent project management skills, including ability to prioritise multiple tasks, to be highly organised, to provide regular briefings to line managers on project progress and commitment to deliver timely outcomes.
- Demonstrated ability to function both independently and as a key member of cross-functional working groups.
- Highly developed analytical, research and problem solving skills.
- Excellent time management skills and organisational strategies to effectively manage and monitor competing demands.
- Proven ability to think strategically, analyse complex situations, develop creative solutions and achieve outcomes.
- Ability to plan, monitor and report on budgets and gain support for external funding opportunities.
- Strong problem solving, conceptual and analytical skills.
- Ability to formulate unique and original strategies and policies, which respond to local needs.
- Excellent capacity to integrate information from a wide variety of sources and subject areas.
- Proficiency in Information Technology including MS Word, Excel, Power Point, spreadsheet and databases, visual presentation programs and social media.

### EXPERIENCE

- Demonstrated experience in project management and reporting.
- Demonstrated and extensive experience in strategic analysis, planning and policy formulation.
- Demonstrated experience in preparing reports and information for the community and decision making committees and/or Council or similar.
- Demonstrated experience in delivering public presentations.
- Experience in leading and coordinating multi-skilled project teams.
- Experience in the preparation of consultancy briefs and their management.
- Proven ability to think strategically and make informed and considered decisions.
- Demonstrated ability and experience in the management of projects that deliver social, environmental and economic benefits.

### **PERSONAL ATTRIBUTES**

- Drive, passion and outcome driven.
- Demonstrated ability to relate to and work with people from various backgrounds.
- Demonstrated ability to work in a multi-disciplinary environment, meet organisational expectations regarding policies, procedures, practices and values and coordinate input from a range of disciplines.
- Demonstrated ability to act in a professional manner at all times.
- Ability to manage multiple tasks efficiently with a high degree of flexibility, professionalism and confidentiality.
- Ability and willingness to be non-judgemental and keeping an open-mind on new ideas and concepts or ways of doing business.
- Pro-active approach and outlook.
- Demonstrated ability to be sensitive and responsive to local needs and areas of concern including those relating to cultural, social and environmental matters.
- Demonstrated high level of initiative and ability to work with minimal supervision.
- Excellent written and verbal communication skills and demonstrated ability to prepare documents, reports and briefing papers.
- Ability to propose and progress new ideas and initiatives.
- Highly developed interpersonal skills.
- Ability to network and maintain dynamic relationships.
- High level of self-motivation and initiative.

### **DELEGATION & AUTHORITY**

- As set out in the relevant Delegations Schedule as approved and varied from time to time by the Council.

### **JOB REQUIREMENTS**

- National Criminal Record (Police) Clearance
- Work Health & Safety (WHS) Competencies and training requirements include:
  - Sun Smart UVR (induction)
  - Hazardous Chemicals (induction)
  - Drug & Alcohol (induction)
  - Environmental Hazards General Awareness (induction)
  - Hazardous Manual Tasks (induction)
  - Fatigue (annual awareness)
- Completion of training & attainment of skills applicable to Award Classification.
- Attend training and other relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.
- Some out of hours work and attendance at Council meetings and workshop and other meetings as required.

**STRATEGIC PLANNER  
POSITION & PERSON DESCRIPTION  
January 2021**



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**DATE POSITION CREATED:** January 2021

**DATE CURRENT INCUMBENT APPOINTED:**

**DATE CURRENT INCUMBENT TO COMMENCE:**

**EMPOWER REVIEW SCHEDULED FOR:**

**AGREEMENT:**

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties, skill requirement and the expected outputs and outcomes for the position of Strategic Planner.

**APPROVED BY:**

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Mario Barone PSM  
**Chief Executive Officer**

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Date

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Keke Michalos  
**Manager, Economic Development & Strategic Projects**

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Date

This Position & Person Description which reflects and describes the responsibilities, duties, skill requirements and the expected outputs and outcomes for the position of Strategic Planner has been read and agreed to by

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**Strategic Planner**

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Date

# Our Values Behaviour Statements

## Individual Behaviour

## Organisational Behaviour

**Our People**  
We are passionate, committed, empowered and accountable and we recognise the contribution of others.

**Working Together**  
A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done.

**Leadership**  
Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.

**Excellence**  
We strive for excellence in everything we do and we encourage innovation and quality.

**Integrity**  
We demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.

**Service**  
We seek to improve quality of life for our citizens and our community and we treat all stakeholders with respect.

### Our People

- I take responsibility for my own actions.
- I commit to being approachable, positive and contributing 100%.
- I am thoughtful, respectful and interested in others.

### Working Together

- I offer praise and encouragement to my peers.
- I pull my own weight and willingly contribute to share the load.
- I commit to listening and being open to new ideas.

### Leadership

- I am a role model and I demonstrate this in my daily behaviour.
- I make time for all others.
- I provide and am receptive to constructive feedback.

### Excellence

- I take pride and ownership in my work.
- I aim to be the best I can be.
- I am willing to go above and beyond.

### Integrity

- I am open, honest and reliable.
- I am respectful of others opinions.
- I am efficient, effective and outcome focused.

### Service

- I understand and uphold the 'big picture' service of our organisation.
- I am empathetic and adaptable to customer needs.
- I am willing to assist wherever possible.

### Our People

- We engage with and have confidence in the ability of Our People.
- We appreciate differing work/life balance requirements.
- We encourage Our People to seek career-relevant opportunities for personal and professional development.

### Working Together

- We are aware and respectful of individual skills, needs and abilities.
- We are committed to removing barriers and silos.
- Communication is a key element of effectively working together.

### Leadership

- We offer support and encouragement.
- We are consistent in our leadership and sustainable decision-making.
- Our expectations are reasonable and we provide clear direction.

### Excellence

- We recognise and celebrate high achievement and innovation.
- We are committed to the Australian Business Excellence Framework (ABEF).
- We seek and foster the best in Our People.

### Integrity

- We offer a safe and supportive working environment.
- We are open, honest and transparent in all our business endeavours.
- We are the role model for our community.

### Service

- We have the right people in the right jobs.
- We engage with our community to understand their needs.
- We are committed to best quality customer service.



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