

## POLICY PLANNER POSITION DESCRIPTION

<b>Department:</b>	Urban Planning & Environment
<b>Unit:</b>	Urban Planning & Sustainability
<b>Section:</b>	-
<b>Reports To:</b>	Manager, Urban Planning & Sustainability The Position is also expected to work in collaboration with other staff across the organisation.
<b>Direct Reports:</b>	Nil.
<b>Classification:</b>	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer, Level 4 to Level 5
<b>Special Conditions:</b>	Six month fixed-term contract position. Up to 1.0 FTE Some out-of-hours work may be required.

### PURPOSE

The Policy Planner is responsible for assisting the Manager, Urban Planning & Sustainability in providing and maintaining an up-to-date *Planning and Design Code* for the Council and undertaking a range of planning policy and heritage management functions.

The Policy Planner will assist with the preparation of Code Amendments to the Planning and Design Code, including undertaking detailed research and analysis, negotiating with stakeholders and supporting community engagement processes for the proposed policy changes.

Other responsibilities include providing advice to the Council, internal staff, planning consultants and the community on urban policy planning, spatial plans and strategic directions, density and built form and heritage protection.

The role will support the development of urban planning policy that encompasses economic, social, environmental and physical considerations to result in the creation of an urban environment which aligns with the Council's Vision for the City.

### KEY RESPONSIBILITIES

- Assist in the delivery of key planning policy outcomes for the City, including Planning and Design Code Amendments, spatial plans, strategic reports and policy advocacy.
- Contribute to the creation of an up-to-date Planning and Design Code for the City through the monitoring and responding to development influences, socio-economic trends, regional plans and key strategic priorities.
- Research and analyse demographic data, development industry trends and community needs to progress planning, development and environmental policies and projects of importance to the Council.
- Devise and present policies and development frameworks for precincts and local areas through Local Area Plans and other frameworks.
- Plan, develop and implement effective community engagement processes and input for Code Amendments and heritage management initiatives in the City.
- Prepare reports, briefings and workshops and provide advice on urban policy issues for the Council and other relevant stakeholders, based on sound investigations and well-negotiated processes.
- Progress a range of initiatives identified in the Built Heritage Strategy 2022 – 2027.

## **POLICY PLANNER POSITION DESCRIPTION**

### **SELECTION CRITERIA**

#### **ESSENTIAL CRITERIA**

- Demonstrated experience (minimum 3 years) in planning policy and/or development assessment, including policy and strategy formulation.
- Comprehensive knowledge of the South Australian planning framework, including the Planning, Development and Infrastructure Act 2016, associated Regulations, Planning and Design Code and development control and Code Amendment processes.
- Strong policy development, analysis and research skills, with the ability to integrate information from multiple sources and clearly report findings.
- Sound understanding of contemporary planning principles, including liveable, competitive and sustainable cities, well-designed neighbourhoods and the influence of political, economic, social and environmental factors.
- Well-developed communication and engagement skills, including report writing, presentation, negotiation, conflict resolution and community engagement.
- Ability to work collaboratively across disciplines, including coordinating specialist technical advice (e.g. engineering, heritage, traffic) and contributing positively in cross-functional teams.
- Highly developed organisational, time management and problem-solving skills with the ability to manage competing priorities, identify issues, and develop strategic solutions.
- Professional, flexible and adaptive work approach, demonstrating initiative, integrity, cultural sensitivity and the ability to work independently or within team environments.

#### **DESIRABLE CRITERIA**

- Tertiary qualification in Urban and Regional Planning, Economics, Geography, Urban Design or a related discipline.
- Working knowledge of relevant systems and local government processes, including planning IT systems (e.g. PlanSA Planning Portal), service delivery, decision-making frameworks and project or consultancy management.

### **JOB REQUIREMENTS**

- National Criminal Record (Police) Clearance with no adverse findings.
- Current drivers licence
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

### **WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES**

All Workers Are responsible for:

- Prioritising safety in the workplace.
- Taking reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
- Complying with legislation, policies, procedures and participating in WHS training.
- Proactively identifying and reporting hazards, incidents, injuries and property damage, using appropriate reporting systems.
- Using tools and equipment correctly to protect the health and safety of yourself and others.
- Ensuring you are medically and physically fit to undertake the requirements of your position.
- Following reasonable safety instructions.
- Not attending work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

**APPROVED BY:** **READ & AGREED TO BY:**

Mario Barone PSM  
**CHIEF EXECUTIVE OFFICER**  
Date \_\_\_\_\_

**Insert Name of Incumbent.**  
**POLICY PLANNER**  
Date \_\_\_\_\_