



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	SENIOR POLICY PLANNER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT (as amended from time to time)
CLASSIFICATION:	SAMSOA Level 7
DEPARTMENT / DIVISION:	CITY DEVELOPMENT/CITY SHAPING
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER, STRATEGIC URBAN PLANNING
DIRECT REPORTS:	NIL
POSITION NUMBER:	

OBJECTIVES:	<ul style="list-style-type: none"> • Deliver amendments to the Planning and Design Code that are consistent with Council's City Plan and strategies and in accordance with the Planning, Development and Infrastructure Act 2016. • Co-ordinate and supervise Consultants in the delivery of Code Amendments in accordance with the Planning, Development and Infrastructure Act 2016. • Undertake complex strategic planning and urban policy projects, including (but not limited to) Code Amendments, precinct and master planning. • Provide specialist advice about land-use planning policy responses to emerging land use challenges and opportunities to enable the Council to anticipate and plan for changing community needs. • Influence thinking within the organisation about potential responses to emerging strategic planning challenges and opportunities to enable the Council to anticipate and plan for changing community needs.
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	<ul style="list-style-type: none"> • Develop practical policies and strategies that support Council to achieve the outcomes articulated within its City Plan. • Initiate and formulate integrated strategic policy projects that support the development of Salisbury in line with its City Plan objectives.
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Undertake, coordinate and manage key strategic policy projects, including (but not limited to) Code Amendments, precinct planning, infrastructure planning, master planning that will guide future land-use and built-form outcomes for the city. • Undertake strategic research, project and policy development in relation to land use planning and property development for the City. • Inform decision making processes within Council by providing high quality, timely advice on urban policy matters. • Influence thinking within the organisation about potential responses to emerging urban challenges and opportunities. • Develop practical policies and strategies that support Council to achieve the outcomes articulated within its City Plan. • Develop and undertake community engagement activities in relation to development of policies and strategies. • Employ the full policy cycle (identification of issues, research and analysis, policy formulation, implementation, review and evaluation) into the development of policy. • Establish and maintain relationships with government agencies, community groups and professional interest groups to support the delivery of planning strategies, policies and initiatives. • Keep up to date with relevant information (international, national and state strategies, policies, trends) to support an integrated approach to policy development and the provision of expert advice. • Prepare consultants briefs and ensure that the work undertaken by consultants meets key objectives, milestones, timeframe and budget.
<p>VALUES AND BEHAVIOURS:</p>	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do

	<ul style="list-style-type: none"> • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
WHS RESPONSIBILITIES:	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • A tertiary qualification in Urban and Regional Planning or related field. • An understanding of the Planning, Development and Infrastructure Act 2016, the Planning and Design Code and the procedures for its amendment. • A thorough understanding of the way urban infrastructure provision, housing, demographic change, the economy, transport, social development, facilities planning and community engagement interplay in a strategic land use planning environment. • Ability to translate land use planning and community infrastructure planning concepts and strategies into policies,

	<p>plans and directional documents that are capable of being implemented.</p> <ul style="list-style-type: none"> • Proven project management, negotiation, influencing and relationship management skills. • Demonstrated ability to apply high level strategic and innovative thinking to complex and sensitive planning issues, including proven problem-solving ability and strong attention to detail. • Ability to exercise initiative, work autonomously and effectively contribute to a team. • Strong and effective written, visual and verbal communication skills including report writing skills, presentations, interpersonal skills and proven commitment to the provision of excellent customer service. • Ability to manage multiple tasks, balance competing priorities and produce high quality work within specified timeframes. • An understanding of the principles of community engagement, and experience in conducting community engagement programs. 	
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Networks across the local government sector, within the South Australian Government and relevant industry bodies. • Eligibility for Assessment Manager- Planning Level 1 accreditation under the Accredited Professionals Scheme of the Planning, Development and Infrastructure Act 2016. 	
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. 	
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Three (3) year contract position • Some work after hours may be required from time to time. • Hold a current South Australian Class C driver’s license. 	
REQUIREMENT TO REGISTER A CONFLICT OF INTEREST	<p>This position has been identified as one in which there may be a conflict of interest for the incumbent. A conflict of interest is a conflict between public duty and private interests which could influence the performance of official duties and responsibilities. The incumbent of this role is required to complete a Register of Interest form every 12 months.</p>	
POSITION INCUMBENT NAME:	SIGNATURE:	DATE: