

POSITION DESCRIPTION

POSITION TITLE	Project Manager – Local Planning Strategy and Scheme
DIRECTORATE - SECTION	Development Services – City Transformation
LEVEL – EBA	Negotiated Contract – 3 years
RESPONSIBLE TO	Director Development Services

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

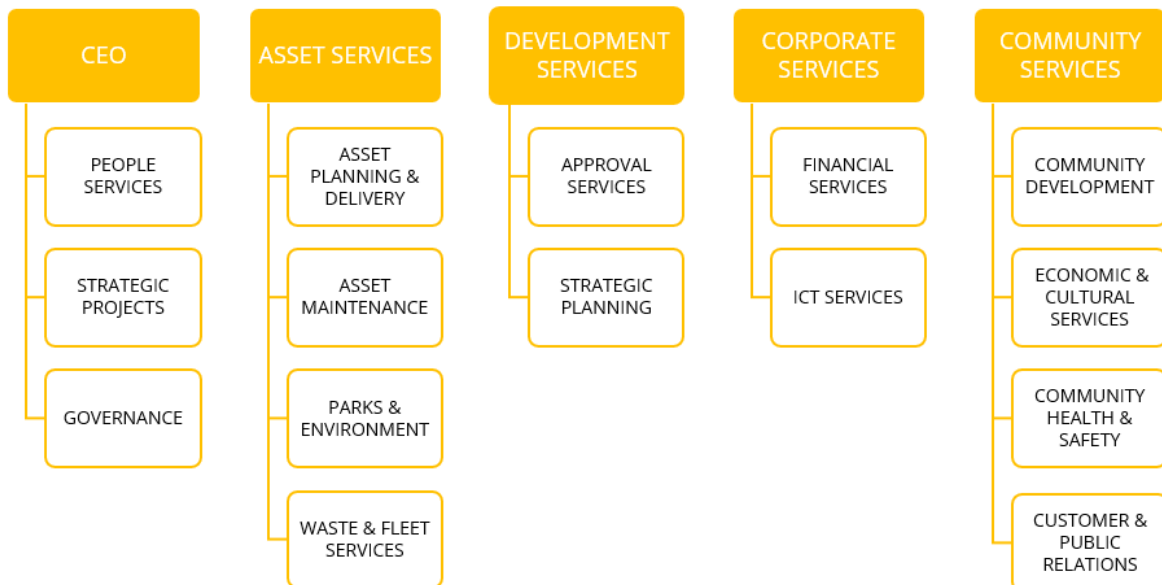
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVES OF THIS POSITION

The City of Kalamunda is embarking on a transformational project that will guide a development vision and 'blueprint' for the next 15 years in partnership with the community.

An exciting opportunity exists for an experienced and skilful urban and regional planner to join the City's Development Services and oversee the renewal of the local planning framework. This position will be responsible for progressing the full project lifecycle requirements needed to develop a new Local Planning Strategy and Local Planning Scheme.

In this role you will drive the modernisation of the City's strategic planning directions for sustainable growth and guide appropriate updates to the planning framework to simplify and streamline development controls.

KEY RESULT AREAS

PROJECT MANAGEMENT

- Initiate and manage complex planning projects within the City's budget and works programmes and under limited direction of the Director Development Services, and in collaboration with the Manager Strategic Planning and Manager Approval Services.
- Apply project management approaches in accordance with the City's Project Management Framework and processes to effectively progress Local Planning Strategy and Scheme development.
- Ensure projects are implemented to agreed timeframes, budgets and quality.
- Coordinate project teams and external consultants to fulfill the technical and research requirements for strategic and statutory planning studies and projects on behalf of the City.
- Identifying, analysing and critically evaluating planning directions, project options and recommending the most suitable direction that aligns with the Council's development philosophy.
- In collaboration with the Project Management Office, assist in the development of new/improved work policies, practices and procedures that provide benefit to the delivery of planning projects.
- Monitor progress and keep records of work and undertake project progress reporting procedures. Provide accurate and timely advice on the project status and the escalation of risks.
- Monitor and report on the financial implications of projects, approving variations to ensure targets are met.

STRATEGIC AND STATUTORY PLANNING KNOWLEDGE

- Comprehensive understanding of the state and local planning frameworks, and principles and practices applicable to strategic/statutory land use planning and sustainable developments.
- Strong capability to analyse complex issues in economic, social and environmental sciences and formulate effective responses in planning strategy, scheme provisions and policy.
- Ability to oversee the formulation of the City's planning strategies and development control instruments as they relate to strategic and statutory planning and land use / development processes.
- Support the monitoring and evaluation of relevant legislation, regulations and policies and its application through the City's statutory and strategic planning processes.

- Interpret technical reports and identify opportunities and constraints that require further detailed analysis.
- Collate, prepare and analyse data for presentation to internal stakeholders, the community, and/or Council enable the best possible strategic and/or operational decisions, and initiatives and programs implemented, in relation to land use planning and development matters.
- Formulating statutory planning instruments and planning policies to implement the City's strategic objectives.

STAKEHOLDER MANAGEMENT

- Work collaboratively across multiple stakeholders to define, prioritise and coordinate complex planning projects and initiatives in relation to planning and development opportunities for the City of Kalamunda.
- Prepare and implement community and stakeholder engagement strategies in accordance with the City's policies and IAP2 community engagement principles.
- Provide technical advice and recommendations in relation to strategic land and property matters to Executive Management, Elected Members, the Council, project control groups, advisory bodies and external stakeholders including government agencies and local authorities.
- Understand opportunities, risks priorities that impact a project as well as alternative project delivery and/or stakeholder relations strategies that can be used to mitigate effects.
- Engage with public and private sector, industry groups and community stakeholders to network, negotiate, influence positive development outcomes on behalf of the City.
- Accurately identify the needs of internal and external customers and take appropriate action to satisfy customer needs.

PERSONAL ATTRIBUTES

- Strong appreciation of the City's local strategic priorities and desire to realise local community benefits.
- Clear communicator, both written and verbally.
- Enjoys the need to set in place proper project processes and monitoring systems
- Resilience in the face of complexity and enjoys solving problems
- Positive customer service focus.
- Enjoys working collaboratively with others to effect positive progress and change.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Employees must uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

SELECTION CRITERIA

1. Tertiary qualifications in (or in the final stages of completing) Urban and Regional Planning, Project Management or equivalent relevant experience in managing urban planning and land development issues.
2. Comprehensive understanding of state and local planning frameworks, and strategic and statutory planning processes, and contemporary trends affecting planning in a Western Australian context.
3. Demonstrated experience in overseeing delivery of strategic planning projects utilising recognised project management approaches.
4. Demonstrated experience in a wide range of land use planning policy and development issues, including high levels of competency in the application of local planning schemes and policies.
5. Demonstrated ability to develop a strategic approach to issues, analyse risks, identify barriers and blockages and be proactive in addressing these issues.
6. Well-developed analytical, research, time management, and organisational skills that can contribute to the development of techniques and methodologies to support the achievement of necessary Result Areas.
7. High level organisational skills, including the ability to work under pressure, meet deadlines, and manage competing and changing priorities.
8. High level of communication and interpersonal skills, including the ability to communicate with influence, negotiate and resolve conflict with all stakeholders, and the ability to prepare quality technical reports and documentation.

PHYSICAL REQUIREMENTS

The City welcomes persons with physical disabilities to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Director Development Services
DATE PD REVIEWED/APPROVED: 23 August 2024
