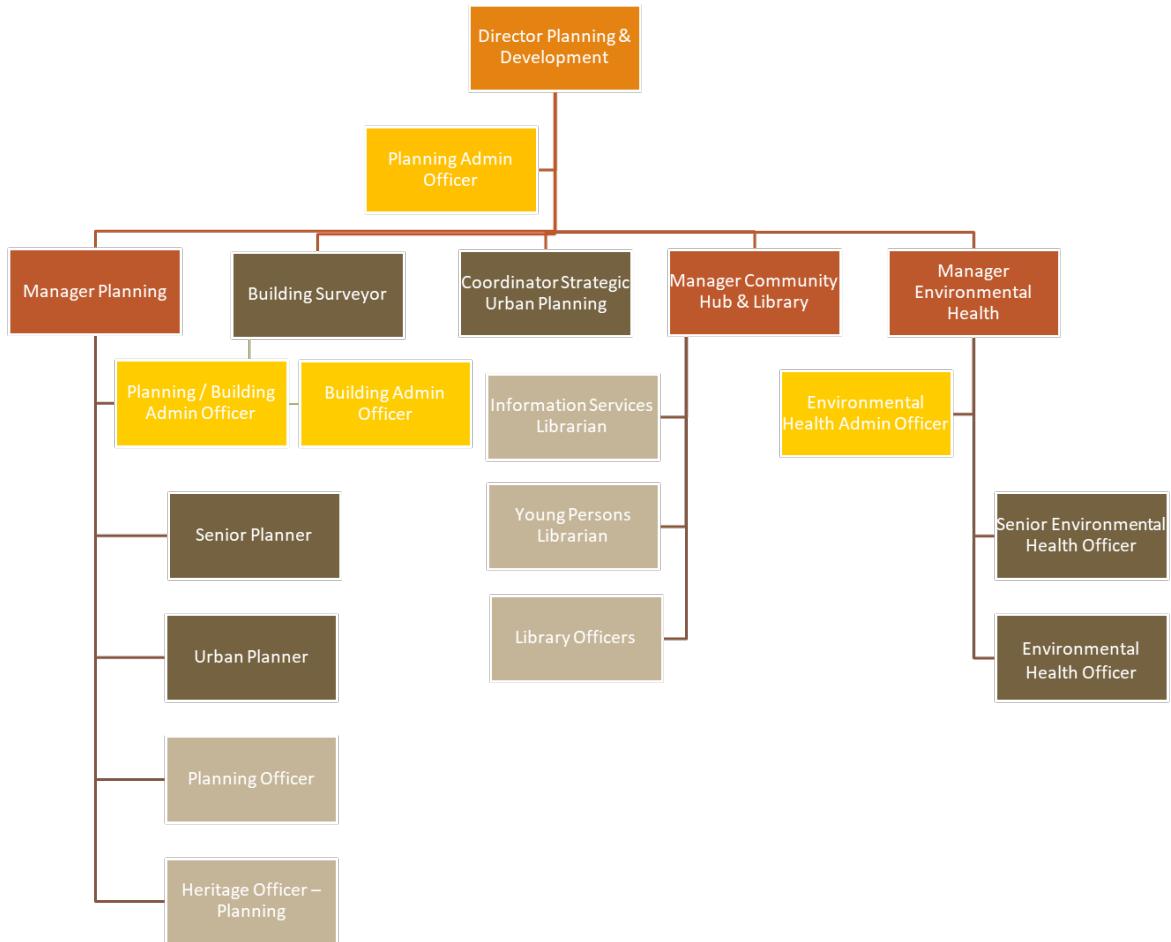




POSITION DESCRIPTION

Position Title:	Coordinator Strategic Urban Planning
Directorate:	Planning & Development
Agreement:	TOC Enterprise Agreement 2017 (and any subsequent Agreement)
Classification:	Level 11 – 0.63FTE (24 hours per week)
Positions under Direct Supervision:	Nil
Reports to:	Director Planning and Development

DIRECTORATE STRUCTURE:



ORGANISATIONAL CONTEXT OF POSITION

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 9,600 people and is located in the picturesque western suburbs of Perth, Western Australia.

The Town has five key goals:

- Liveability
- Prosperity
- People
- Environment
- Governance & Leadership

ORGANISATIONAL MISSION

We exist to deliver quality services for Claremont today and to build the foundation for the future.

ORGANISATIONAL VISION

Claremont will develop as a harmonious cosmopolitan Town, creating opportunities for community well being and business prosperity: while respecting and celebrating the past.

ORGANISATIONAL VALUES

Respect

We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.

Integrity

We are open, accountable and honest.

Quality Communication

We demonstrate our respect for our community and each other through timely, accurate and understandable communication.

Customer Service

Every contact with a customer is important and an opportunity to demonstrate our commitment.

Excellence

Our focus is quality outcomes achieved on time, on budget.

OVERALL GOAL OF THIS POSITION

Manage the preparation of strategic planning documents for the Town of Claremont to meet the relevant requirements to the satisfaction of the Town of Claremont and the Western Australian Planning Commission (WAPC) with the assistance of consultants where required and under the direction of the Director Planning and Development.

KEY OBJECTIVES OF THIS POSITION

Objective 1: Project Management

- Review of existing strategic planning documents relating to an Activity Centre Plan for the Town Centre, Local Planning Strategy for the Town and review of related documents for the Loch Street Station Precinct Structure Plan and Swanbourne Local Centre to the satisfaction of the Town of Claremont and WAPC.
- Review the North East Precinct Structure Plan and related Local Planning Policy relative to the lots

adjacent to the Claremont Station to respond to proposals contained in the Town Centre Activity Centre Plan to the satisfaction of the Town of Claremont and WAPC.

- Draft the scope, key objectives and considerations for the development of the Local Planning Strategy.
- Liaise with key stakeholders from state and local government, Elected Members, residents, tenants of commercial property and property owners to assist in the development and implementation of the Town Centre Activity Centre Plan, Loch Street Station Precinct, Swanbourne Local Centre Plan, North East Precinct Structure Plan and related Local Planning Policy, and the locality as a whole relative to the Local Planning Strategy.
- Prepare related statutory planning documents to implement strategic planning outcomes for the Town Centre Activity Centre Plan, Local Planning Strategy, Loch Street Station Precinct Structure Plan, Swanbourne Local Centre Planning Study and north East Precinct Structure Plan inclusive of (but not limited to) short-term amendments Local Planning Scheme No. 3, Local Planning Policies, Local Development Plans and a new Local Planning Scheme.
- Assist in the preparation of supporting documentation and appoint consultants where required (in accordance with the Town's Procurement Processes) to finalise the Town's strategic planning projects.
- Prepare reports to Council and WAPC on the Activity Centre Plan, Local Planning Strategy, Loch Street Station Precinct Structure Plan, North East Precinct Structure Plan revisions and Swanbourne Local Centre Planning Study.
- Liaise with consultants relative to consultation strategies for the Draft Activity Centre Plan and Local Planning Strategy.
- Prepare final Activity Centre Plan and Local Planning Strategy for Council endorsement and WAPC approval.
- Communicate and promote the Council endorsed Activity Centre Plan and Local Planning Strategy with identified stakeholders to support its implementation and success.
- Assist the Director Planning and Development on strategic planning matters as required.

Objective 2: Customer Service

- Foster, advocate and implement the Town's Customer Experience Charter.
- Work effectively with other business units to assist in achieving the goals of the organisation.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide professional interaction with suppliers of goods and services, volunteer groups and staff from all sections of the Town.

Objective 3: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 4: Corporate Responsibility (For all Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate ongoing commitment to the Town's Customer Experience Charter.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Carry out other duties as requested by management which may be reasonably expected within the

scope of the classification level and skill base of the employee.

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.

Objective 5: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks by reviewing processes using the Town's process improvement software.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA

Essential

- Tertiary qualifications in Urban Regional Planning.
- Significant professional experience at a senior Planning level consistent with the requirements of this position.
- Substantial experience with drafting strategic urban plans.
- Project management experience in a planning context.
- Highly developed written and communication skills.
- Highly developed computer literacy skills.
- Highly developed research and analytical skills.
- Thorough knowledge of the *Local Government Act* 1995 and Planning and Development (Local Planning Schemes) Regulations 2105.
- Ability to work autonomously and as part of an effective team.
- Effective time management skills.
- Ability to work independently and make high level decisions autonomously.

Desirable

- Post graduate qualifications in Urban Planning or similar.
- Knowledge of Pro Mapp and process mapping.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, the filling of this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will

proceed.

SIGNATURES:

APPROVED	CEO		Date:	
Employee Name:		Signature:	Date:	