**Job Description Form**

**Strategic Planner**

**Position Details**

**Position Number:**  015168

**Classification:**  Specified Callings Level 5

**Award / Agreement:**  PSA 1992 / PSCSAA 2019

**Organisational Unit:** Assets / Complex Projects

**Location:** Perth Metropolitan Area

**Classification Date:** January 2008

**JDF Review Date:** July 2020

**Reporting Relationships**

**This position reports to:**

Director Complex Projects, 015555, CL1

**Positions Under Direct Supervision:**

Principal Statutory Planner, 015459, SCL4

Manager Building Permit Authority, 016029, L6

Project Manager, 016465, L6

Planner, 017025, SCL2

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

This position identifies and assesses the planning suitability of land development and housing prospects, initiates development arrangements and approves public housing proposals.

**Duties and Responsibilities**

**1. Strategic Advice**

1.1 Provides strategic advice to the Department on land use planning issues, prospective land transactions and partnering arrangements.

1.2 Prepares written submissions and makes deputations to planning agencies on strategies and policies affecting the Departments interests.

1.3 Prepares submissions to Cabinet and Ministers and responses on Cabinet minutes, Parliamentary questions and Ministerial correspondence.

1.4 Prepares advice to the Director General on WA Planning Commission policies and monthly agendas.

1.5 Participates in the Directorate’s management team.

**2. Liaison and Negotiation**

2.1 Investigates innovative approaches to development solutions in liaison with private/public agencies.

2.2 Identifies and assesses opportunities for appropriate scale land acquisition and housing development through liaison with senior personnel in planning, environmental and service agencies, local government, land owners/ developers, housing providers and peak industry bodies. This includes involvement in external Committees.

2.3 Informs land tenure negotiations and discussions to assist resolutions.

2.4 Initiates negotiations on land use constraints and development arrangements/agreements with private/public agencies and contributes to business cases to deliver affordable housing outcomes.

2.5 Negotiates with the Commonwealth on environmental approvals, including liaison with relevant State agencies on environmental offsets.

**3. Planning Approvals**

3.1 Approves the development of housing (as specified under the Housing Act) as the nominated delegate of the Western Australian Planning Commission.

3.2 Approves the development of public housing in regional areas under the terms of the Planning & Development Act 2005.

**4. Administration**

4.1 Monitors trends, policies and legislative requirements in respect to land use planning, including representing the Department at industry forums.

**5. Corporate Responsibilities**

5.1 Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

5.2 Actively participates in the Communities performance development process and pursues professional and personal development opportunities.

5.3 Undertakes other responsibilities as directed.

**Essential Work-Related Requirements (Selection Criteria)**

1. Degree qualification relevant to urban and regional planning.
2. Extensive experience in land use planning policy and practice.
3. Demonstrated ability to provide advice on planning and land use strategies.
4. Demonstrated ability to negotiate on complex land use planning and environmental issues and development arrangements.
5. Effective writing skills and a demonstrated ability to communicate verbally with senior personnel and the public on complex/ contentious issues.
6. Demonstrated application of equal opportunity and diversity principles and practices in team collaboration and service delivery.

**Desirable Work-Related Requirements (Selection Criteria)**

1. General understanding of public policy issues relating to housing.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.

2. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.