

SENIOR POLICY PLANNER

POSITION DESCRIPTION

Position Title:	Senior Policy Planner
Responsible To:	Team Leader, City Policy & Heritage
Council Portfolio:	City Shaping
Council Program:	Park Lands, Policy & Sustainability
Classification Level:	Salaried, Level 7

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

Overview of Program

The Park Lands, Policy & Sustainability Program establishes clear and integrated policies and plans to shape a well designed, planned and developed City, to protect and enhance our unique Park Lands, and support a welcoming and resilient community that demonstrates environmental leadership.

Key Relationships / Interactions

Internal	Employees across the Park Lands, Policy and Sustainability Program City of Adelaide (CoA) employees across all Portfolios and Programs and Corporate Teams
External	State and Federal Government Departments, including Attorney-General's Department, Department of Infrastructure and Transport, Department of Environment and Water, Renewal SA, SA Housing Authority and Environmental Protection Authority Local Government Association of SA and the local government sector Peak bodies, Industry and Professional Associations, representing heritage, housing and land development Community stakeholders, property developers, building owners and residents

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Primary Purpose

As part of the Park Lands, Policy and Sustainability Program the Senior Policy Planner will:

- Provide expert advice and deliver complex urban planning policy, including spatial planning, land-use, density and built form, heritage, movement systems and sustainability.
- Employ an integrated and strategic approach to development policy formulation that encompasses economic, social, environmental and physical considerations as required to ensure Council achieves its strategic plan goals and objectives.
- Play a key role in working in partnership within other CoA Programs, government agencies, industry and community to influence and implement policy that meet Council's strategic objectives.
- Prepare and provide advice on Planning and Design Code Amendments, including detailed research and analysis.

Responsibilities

The Senior Policy Planner is responsible for:

- Providing expert advice on the development of strategic initiatives with State and Federal Government bodies, peak development organisations, the non-government sector, and other CoA Programs to meet the city's complex urban planning objectives.
- Researching, analysing and identifying international, national and state strategies, policies and trends (e.g. industry, population, development, technology) and community needs to support an integrated approach to policy development and expert advice.
- Leading the delivery of key planning policy, including Planning and Design Code Amendments, regional and spatial strategic plans (eg the City Plan), Design Guidelines, Design Standards and other Council policies.
- Undertaking and facilitating broad community engagement and input regarding urban policy formulation and heritage management initiatives in the City.
- Incorporating the full policy cycle (identification of issues, research and analysis, policy formulation and drafting, implementation, review and evaluation) into the development of policy.
- Managing external consultants to deliver research and investigations on time and within budget.
- Preparing and presenting timely information, advice and recommendations to Council, Executive leadership and the community on relevant policy, initiatives, planning and program development issues and services.
- Building relevant and effective working relationships with internal and external stakeholders to support the effective formulation of urban policy.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

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Qualifications	A tertiary qualification in Urban and Regional Planning, Economics, Geography, Urban Design or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
	A qualification in Geographic Information Systems and /or commensurate demonstrated experience in lieu of formal qualifications.	Desirable
Financial Skills & Acumen	Ability to understand the current economic and financial environment, clearly and professionally articulate its influence on the economy and built environment sector. Ability to understand broad commercial realities.	Essential
Technical Knowledge & Experience	Detailed technical knowledge of South Australian planning system and policy development procedures, including: • <i>Planning, Development and Infrastructure Act 2016 (SA)</i> • <i>Planning, Development and Infrastructure (General) Regulations 2017 (SA)</i> • Planning and Design Code • Other relevant legislation Substantial experience in: • Preparing Development Plan Amendments / Planning and Design Code Amendments. • Delivering complex urban planning policy in several of the following areas: spatial/master plans, transport planning/movement systems, economic and social planning, residential and commercial development, public realm and sustainability. • Preparation and delivery of spatial and strategic planning projects in relation to urban planning (built form, traffic, heritage, sustainability, residential growth). • Researching, analysing, interpreting and communicating complex planning and associated legislation/standards, drawings, plans and technical reports. • Collaborating and influencing stakeholders to deliver solutions in a complex and/or political working environment. • Synthesising information from a variety of sources and disciplines into an integrated policy or report. Sound working knowledge of development assessment processes. Thorough understanding of and experience in contemporary engagement techniques / processes within the context of local government. Technical knowledge of the Australian ICOMOS Burra Charter and policy development procedures related to heritage management.	Essential
		Desirable
Project Management	Demonstrated ability to work with limited supervision to agreed deadlines and to work effectively and efficiently to meet strict and urgent deadlines.	Essential

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	Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines.	
	Ability to effectively management external consultants to deliver projects on time and within budget.	
Innovation & Initiative	Ability to undertake independent strategic thinking to analyse complex situations, develop creative solutions and achieve outcomes that advance the Program's objectives.	Essential
Resource Management & Decision Making	Ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands. Proven high level of initiative and self-discipline with ability to prioritise a broad program of works and make decisions relevant to position.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	Capacity to maintain a high degree of discretion and exercise sound judgment in dealing with sensitive, confidential and/or political matters.	Essential
Collaboration & Communication	Substantial ability to build positive relationships and engage, consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing. Highly developed communication and interpersonal skills (oral and written) including report writing. Ability to perceive the political implications of various decision paths before acting or proven ability to integrate across inter-related Programs or groups to achieve outcomes.	Essential
Administrative Skills	A thorough understanding of practices, procedures and outcomes required of a records management system. Extensive knowledge and experience in using Pathway and Microsoft Office, in particular Word, Excel, Outlook and PowerPoint. An awareness of Workplace Health & Safety issues, standards and actions in the work place.	Essential
	Knowledge and experience in using the full Adobe Creative Suite.	Desirable
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.