

LOGAN CITY COUNCIL
POSITION DESCRIPTION

POSITION TITLE: Strategic Land Use Program Leader **DATE AUTHORISED:** 10/07/07
POSITION NO.: 6102
BRANCH: Strategy & Planning
STREAM: Strategy & Outcomes
AWARD STREAM: Technical Services **DATE REVIEWED:**
LEVEL: Program Leader 25/02/09

POSITION OBJECTIVE:

Service the business needs of the department and Council by providing comprehensive policy and planning development.

ORGANISATIONAL ENVIRONMENT:

Logan City Council is committed to developing Logan as “a City of opportunities for Families, Lifestyle and Business”. Its mission is to strongly pursue this vision in partnership with its communities and other stakeholders.

OUR VALUES:

OUR VALUES

Service Excellence

We will treat our customers and colleagues with respect and fairness.
We encourage fun, teamwork and loyalty.
We will pursue continuous improvement in our service delivery.

Trust and Integrity

We behave with integrity and professionalism at all times.
We are trusted to exercise initiative and value new ideas.

Achievement

We serve our community and our colleagues to the best of our ability.
We recognise effort, innovation and achievement.

Responsibility

We accept responsibility for our actions and behaviour consistent with these values.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Strategy & Planning Manager
Internal Liaison: The Mayor and Councillors, CEO, Deputy CEO's, Managers, Line Supervisors and operational staff
External Liaison: Members of the public, community organisations, business, government and statutory authorities

POSITION TITLE: STRATEGIC LAND USE PROGRAM LEADER

CORPORATE RESPONSIBILITIES:

Compliance with Council's Code of Conduct, Management Directives and attendant policies and procedures.

Commitment to Council's Corporate Plan.

Agreement that other employment or contract will not be undertaken which may represent a conflict of interest with Council activities or have a detrimental affect on the performance of the employee.

Comply with all workplace health and safety statutes, regulations, prescribed procedures, in particular the Queensland Workplace Health & Safety Act 1995 and LCC WH&S Directive PSM 020. Commitment to safe work practices instructions and rules. Use appropriate protective clothing and equipment.

Commitment to Equal Employment Opportunity, Diversity and Merit principles.

Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

Conduct all business transactions in an ethical, friendly, efficient and professional manner.

Provision of quality customer service.

Delivering on the responsibilities of staff as detailed in Council's Certified Agreement.

Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

CORE RESPONSIBILITIES:

- Land Use Planning

POSITION-SPECIFIC KEY RESPONSIBILITIES:

Provide high level guidance, expertise and control over development of a wide range of land use planning instruments, policies and programs consistent with Councils Corporate Plan and Stream strategic objectives and plans.

Coordinate and lead the development and effective completion of land use planning projects and mechanisms through the quality control of project brief development, consultant management, project initiation, performance measurement and control, consultation and the final approval of defined and achievable outputs through project teams.

Coordinate the continuous review, improvement and reporting of land use planning programs utilising performance indicators and monitoring systems to improve each policy, strategy, process and procedure set.

Manage project teams and personnel within the land use planning unit to ensure the effective delivery of programs, in particular the delivery of planning outcomes through development assessment and the development of a supportive team environment and team capability through training, mentoring and recognition of achievements.

Coordinate the development, monitoring and reporting on program and project budgets including the effective use of activity based costing and the economic analysis of program performance.

Control and coordinate the development and implementation of advocacy, consultation, communication and education on land use programs involving relevant internal and external stakeholders, interest groups, state government and the general community.

Provide and coordinate the provision of expert policy, strategic operational and technical advice to Council and senior planning staff.

Identify in collaboration with Branch Manager and the Stream management team, emerging land use planning issues and develop sustainable alternatives to improve customer service provision and program performance.

Coordinate and undertake research and analysis of land use issues and program and planning alternatives to foster program improvement and innovation.

POSITION TITLE: STRATEGIC LAND USE PROGRAM LEADER

Represent senior departmental management and Council on committees, task groups, public meetings and other official engagements and coordinate team involvement including the maintenance of internal reporting mechanisms.

Identify external partners and funding and grant submissions and manage assigned partnership agreements including financial reporting.

Continually improve Council's Quality Management Systems and other quality control mechanisms, programs procedures, reviews, instructions and action requests.

Provide or coordinate the development of Council reports and other written material to a high professional standard.

Undertake any other duties within the level of responsibility, knowledge, skills, training and scope of the position as directed from time to time.

POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS:

- Administer "authorised person" powers under relevant local government Acts.
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DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register

The Land Use Planning Coordinator shall be accountable to the City Strategy & Planning Manager in respect of the following matters:

- The effective and efficient utilisation of resources, physical and human, as allocated under the level of responsibility of this position;
 - The attainment of objectives as set for the position in a timely and efficient manner;
 - The effective and efficient supervision of all the Specific Responsibilities as ascribed to this position.
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EXTENT OF AUTHORITY:

Manage significant projects with a degree of autonomy by driving the establishment and improvement of Stream and Council programs through the effective performance of the functions and core responsibilities of the position in line with an agreed business plan.

SELECTION CRITERIA:

1. Possess a relevant tertiary qualification and extensive experience in land use planning management.
 2. Demonstrated high level of knowledge in land use planning management and the associated government arena.
 3. Demonstrated skills in leading research and development of planning instruments policies, program plans and operating procedures, facilitating their implementation and providing authoritative advice to management and other officers.
 4. Demonstrated personnel management skills and ability to manage and control multidisciplinary teams.
 5. Demonstrated high level oral and written communication skills including ability to:
 - Establish and maintain effective working relationships with a range of clients
 - Negotiate outcomes and effectively represent the Department in dealing with clients
 - Preparing reports of a substantial nature.
 6. Demonstrated high level skills and extensive experience in project management, consultation, negotiation and networking in a complex policy and legislative environment.
 7. Ability to operate and use relevant information technology.
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POSITION DESCRIPTION AUTHORIZATION

This position description is subject to change from time to time as Logan City's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.