

1. **Title:** **Project Officer – Strategic Planning**
2. **Department:** **Planning Services
Development and Regulatory Services Directorate**
3. **Tenure:** **Two year contract**
4. **Position Objective(s):**

The purpose of this role is to undertake strategic planning, financial and administrative tasks within the planning team to project manage the delivery of the Cottesloe Village Precinct Plan, delivering innovative and quality place-based outcomes, with a high level of community focus,

5. **Key Responsibilities and Duties:**

Project Management and Technical Skills

-) Provide advice and guidance to coordinate the Cottesloe Village Precinct Plan project within time, cost and quality parameters.
-) Arrange and coordinate the Steering Group and Project Facilitation Group meetings including the provision of expert and technical advice to both Groups.
-) Coordinate resources including consultants engaged in the delivery of the Cottesloe Village Precinct Plan project and other strategic planning projects as required.
-) Provide advice and guidance in relation to project delivery, including project formulation (scope planning, budgeting and programming), the development of consult and design briefs, management of subsequent engagements and as necessary issue resolution.
-) Provide high quality, accurate and timely advice to the Project Managers to assist in resolving any planning and infrastructure issues affecting the Cottesloe Village Precinct Plan study area and associated projects.
-) Identify and manage areas of risk to the Cottesloe Village Precinct project and inform the Project Managers, Executive and Council accordingly.
-) Prepare clear and accurate planning and public exhibition reports, communications and briefing notes in a timely manner for review by the Project Managers.
-) Oversee the preparation of a communications plan for the Cottesloe Village Precinct plan project and undertake and attend community and stakeholder engagement activities and events arising from the project.

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-) Contribute to improvement initiatives to develop and maintain systems, policies and processes that will assist in the delivery of the project and associated projects.
-) Ensure Council policies and decisions are implemented efficiently and effectively.
-) Comply and work within applicable legislative requirements, State and Local government policies and frameworks, procedures and administrative processes.
-) Carry out other duties as deemed reasonable and appropriate to the role as directed.

Administration

-) Provide accurate, timely and high quality advice to the Project Managers, the Steering Group and Project Facilitation Group, Council and Executive as required.
-) Prepare progress reports and project briefings to Council, ensuring the reports and briefings are thorough, accurate, clear and concise.
-) Ensure effective communication and liaison processes with stakeholders including Project Managers, Executive, Councillors and end user groups are implemented.
-) Build and maintain effective working relationships with Project Managers, Executive, Councillors, key stakeholders and internal work colleagues.
-) Support and adhere to Council's policies and procedures, code of conduct and relevant legislation.

Budget

-) Prepare and manage project budgets including the procurement and oversight of consultants to ensure project deliverables, deadlines and contract requirements are met, for review by the Project Managers and approval as required.

Key organisational relationships

Who	Why
Internal	
Project Lead Managers	<ul style="list-style-type: none">) Receive instructions, contribute to and support the development, implementation, monitoring and reporting on the project.) Provide advice on strategic and statutory planning matters relating to the project and emerging policy matters.) Provide regular updates on the project, including the budget and priorities.) Keep informed of new or emerging issues and provide required advice.
Internal work colleagues	<ul style="list-style-type: none">) Build and maintain effective work relationships with internal service teams, including the Town of Cottesloe Planning team, other internal work colleagues.) Participate in team meetings to share program and project information.) Contribute ideas and work collaboratively to improve the project program, service delivery and work outcomes.
External	
State Government agencies, local governments, the private sector, industry and community stakeholders.	<ul style="list-style-type: none">) Build and maintain effective relationships to foster support for the development and implementation of the project.

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	<ul style="list-style-type: none">) Collaborate with government stakeholders on infrastructure plans and funding to support growth in the Precinct study area.) Provide accurate and timely information and advice.) Collaborate to identify and resolve impediments to infrastructure provision and growth in the Precinct study area.) Consult with State Government agencies and stakeholders in the preparation of the Cottesloe Village Precinct Plan to ensure a whole-of-government approach to planning decision making.
External consultants	<ul style="list-style-type: none">) Manage external consultants and project budget.) Liaise closely to provide information and project briefings.) Monitor progress and delivery against contract terms and performance indicators.

6. Selection Criteria

6.1 Essential

-) Tertiary Qualifications in urban planning, urban design, project management or equivalent.
-) Demonstrated project management and technical assessment skills, including the ability to undertake research and write complex reports.
-) Excellent written and verbal communication skills, high level report writing skills and practical experience in addressing and presenting to Council.
-) Sound working knowledge of planning legislation and the State and Local planning frameworks.
-) Understanding of strategic planning principles, local policies, research techniques.
-) Understanding of the needs of the development industry and the potential impacts of development on the environment and community infrastructure.
-) Ability to manage a dynamic workload and operate effectively under pressure.
-) Ability to develop and gain cooperation and support from the community and to work collaboratively with external organisations and internal work colleagues.
-) Highly developed computer literacy skills, including Adobe Creative Suite, Microsoft Excel and GIS mapping
-) Sound knowledge of Local Government operations, including community consultation and engagement.
-) Highly developed interpersonal, conflict resolution and facilitation skills, including the ability to communicate with and motivate a wide range of people and groups both inside and outside the organisation.
-) Ability to exercise initiative and respond appropriately when required and in particular, handling confidential and sensitive matters in a suitable manner.
-) Well developed analytical and problem solving skills with the ability to exercise good judgement when required.
-) Ability to efficiently manage time, re-prioritise tasks when necessary and respond to unexpected situations.

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6.2 Desirable

-) Experience in a strategic planning role including managing projects and budgets
-) Familiarity with and appreciation of urban design, heritage and sustainability principles.
-) Sound working knowledge of statutory planning.

7. Organisational Relationships

7.1 Responsible to:

Director Development and Regulatory Services – Town of Cottesloe
Project Managers – Town of Cottesloe and Shire of Peppermint Grove

7.2 Responsible for:

Cottesloe Village Precinct Plan

7.3 Internal and External Liaison:

Internal: Chief Executive Officer/s (both)
Elected Members of Council
Project Managers
Steering Group
Project Group

External: Residents and the General Public
Community and business groups and organizations
Government Agencies
Key Stakeholders associated with the project
Consultants

8. Extent of Authority

This position operates under limited direction from the Director Development and Regulatory Services and Project Managers within the framework of statutory regulation, Council policy and professional practice.

8. Appointment Conditions

-) *Local Government Industry (WA) Award 2020*; and
-) Town of Cottesloe Enterprise Bargaining Agreement 2019.
-) Obtainment of a Federal Police Clearance and pre-employment medical check.
-) After hours availability.

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Prepared by: Director Development and Regulatory Services
Supervisor: Project Managers
Date prepared: 2 March 2021
Document last reviewed: 2 March 2021

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Director Development and Regulatory Services

Signed: _____ Date: _____
Chief Executive Officer