

Senior Strategic Planner POSITION DESCRIPTION



Position Number:	2268
Department:	Communities & Lifestyle
Section:	Growth & Community Partnerships
Unit	Strategic Land Use Planning
Position Status:	Permanent Full Time
Classification:	Level 6 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Coordinator Strategic Land Use
Revised:	July 2026

General Position Statement

This position supports Council's direction by providing efficient, effective and timely strategic planning advice to the Council, public and external agencies and delivering related planning projects. The focus of this planning is on providing strategic direction and policy to guide Council in improving the liveability of the region and attraction of new residents and visitors to the region. Council is looking for someone that can achieve these outcomes in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff, government agencies and the public. The position will play a vital role in planning and influencing the future growth and development of the Rockhampton region.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Ability to understand and implement best practice strategic planning concepts including growth management, design and form-based principles and key urban and regional planning concepts.
- Undertake research and critical analysis to provide evidence base decision making on projects.
- Manage strategic planning projects, including project management, community engagement, consultation and cross functional collaboration and coordination.
- Provide specialist advice and contribute to the development, implementation and review of Council's planning scheme, structure and master plans, urban design frameworks, local planning policies, and strategic planning initiatives.
- Manage planning scheme amendments, including plan making and undertaking amendments, coordination of the amendments process in accordance with accordance with the *Planning Act 2016* and relevant guidelines (Minister's Guidelines and Rules (MGR)), and updating associated Council systems (Rock e Plan etc.).
- Apply high level of judgement, initiative, confidentiality, and sensitivity when conducting work activities.
- Build effective partnerships with other Council Departments and government agencies on planning and development related matters.
- Negotiate with Council's external clients on the strategic planning aspects of various strategic and community master planning proposals.

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- Provide strategic planning advice on future development and Council strategies and studies that have significant implications for the region.
- Provide specialist advice to Council staff, Council, and the community in relation to strategic planning and development matters.
- Advocate effectively on behalf of Council on growth management, planning and development related matters.
- Enhance community awareness of Council's broad planning intentions and planning policy through community consultation programmes, particularly where substantive changes are involved.
- Provide assistance and act on behalf of Senior Officers for short periods and supervise lower classified officers such that the application of Council values and project momentum are not compromised.
- Utilise contemporary place making design and graphic tools to plan and demonstrate urban design concepts and redevelopment plans.
- Refer matters that may impact upon the business, Council and employees to the relevant Coordinator or Manager.
- Build capability within the Strategic Planning Unit by fostering innovation, collaboration and continuous improvement.
- Assist the Manager/Coordinator with the preparation of business cases and submissions for external funding.
- Undertake other relevant duties as directed, consistent with skills, competence, and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Detailed understanding and/or proven experience of working with a Queensland local government or related business environment and processes including relevant legislation, policies, and procedures.
- Demonstrated knowledge of strategic planning concepts including growth management principles, design and form-based approaches, key urban and regional planning concepts, place making/urban design and their role in economic development.
- Experience undertaking research, critical analysis and presenting this to stakeholders through correspondence, reports and presentations.
- Proven project management, time management, planning and organisation skills.
- Understanding of Council Planning Scheme and associated instruments.
- Proven stakeholder engagement experience including presenting strategic planning concepts and project information to stakeholders.
- Proven writing skills with experience undertaking research and drafting concise reports, correspondence and presentations, and ability to read and interpret development plans and planning policies.
- Excellent communication (oral and written) and interpersonal skills necessary to effectively liaise with staff at all levels and articulate new place making strategies and ideas to the community in all forms and forums.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – Specific, Measurable, Achievable, Relevant and Timely.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.

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- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Ability to effectively operate Council's computer systems including (but not limited to) R1, ECM, GIS, IsoPlan (Rock e Plan), Pathways and the MS Office Suite.

Qualifications and Experience

- Degree qualification in Town Planning, Urban Design or related discipline and demonstrated experience relevant to the role.

Desirable Qualifications

- Degree qualification in Engineering, Economic Development, Architecture, Urban Management or Project Management.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council's Occupational Risks and Immunisation Register

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Coordinator Strategic Land Use
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	