Position Profile
1169 – Coordinator Regional Planning & Advocacy - Strategic Planning

About Council

The Sunshine Coast Council continues to take a lead role in shaping a prosperous future for our community through a vision to be Australia’s most sustainable region – healthy, smart, creative.

Sunshine Coast Council is one of the largest local governments in Australia, serving a community of more than 330,000 residents across an area of approximately 2,291 square kilometres. Council’s 2020-2024 Corporate Plan aims to deliver a smart economy, a strong community, a healthy environment, service excellence and an outstanding organisation. These objectives provide our community and our organisation with a line of sight to the programs, projects and services provided by council to residents, businesses and visitors across our region every day. Our employees’ passion and commitment to the region and their willingness to go above and beyond, is what sets Sunshine Coast Council apart as a local government organisation.

Our Values

Everything council does is underpinned by its values which define the culture of the organisation and the behaviours that shape our interaction with the community and each other.

**Respect for each other** in our working relationships

**Being our best** by continuing to learn, grow, challenge and change

**Working as one team** across the organisation and with our community

**High standards** in our conduct, service and governance

**Service excellence** for our customers and each other
Our Corporate Plan Goals

1. **A Smart Economy** – A prosperous, high-value economy of choice for business, investment and employment.
2. **A Strong Community** – In all our communities, people are included, treated with respect and opportunities are available to all.
3. **A Healthy Environment** – Maintaining and enhancing the region’s natural assets, liveability and environmental credentials.
4. **Service Excellence** – Positive experiences for our customers, great services to our community.
5. **An Outstanding Organisation** – A high performing, innovative and customer-focused organisation marked by great people, good governance and regional leadership.

Position Summary

<table>
<thead>
<tr>
<th>Position title</th>
<th>Coordinator Regional Planning &amp; Advocacy</th>
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<tbody>
<tr>
<td>Position number</td>
<td>1169</td>
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<tr>
<td>Reports to</td>
<td>Manager Strategic Planning</td>
</tr>
<tr>
<td>Position type</td>
<td>Establishment</td>
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<tr>
<td>Position classification</td>
<td>Contract</td>
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<tr>
<td>Group</td>
<td>Customer Engagement and Planning Services</td>
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<tr>
<td>Branch</td>
<td>Strategic Planning</td>
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<tr>
<td>Team</td>
<td>Regional Planning &amp; Advocacy</td>
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<tr>
<td>Employment area</td>
<td>Sunshine Coast</td>
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<tr>
<td></td>
<td><strong>Current Location</strong> Caloundra</td>
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<tr>
<td>Team leadership/supervision</td>
<td>Leadership, coaching and mentoring as per assigned functional areas.</td>
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<tr>
<td>Internal liaison</td>
<td>Manager, Team Members, Group Executive, Councillors and other Council employees.</td>
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<tr>
<td>External liaison</td>
<td>Federal and State Governments, local authorities, community/stakeholder groups, media, business and industry bodies, academic institutions, and community members.</td>
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<tr>
<td>Delegations</td>
<td>As per Council’s Delegations of Authority relating to financial, administrative, human resource management, Workplace Health &amp; Safety (WH&amp;S) and environmental management responsibilities.</td>
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<tr>
<td>Date last reviewed</td>
<td>10 June 2020</td>
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Key Responsibilities

**LEADERSHIP**

- As a member of the Strategic Planning Branch’s management team, the Coordinator – Regional Planning and Advocacy will be assigned to manage particular projects and project teams by agreement with the Branch Manager and as necessary to achieve an integrated response to regional and local growth management challenges
- Provide high level leadership to assigned team in meeting its objectives as required to deliver on Council’s corporate plan and its vision for the region and the community
- Enhance employee engagement and capabilities through mentoring and knowledge transfer, maximising the performance of a Strategic Planning Team, and contributing to the overall performance of the Customer Engagement and Planning Services Group
- Contribute positively at a strategic level to statutory compliance, policies, strategy, business and operational plans, change management, business decision-making and all other leadership initiatives

**OPERATIONAL**

- Coordinate Council’s input into regional planning projects including the review of the SEQ Regional Plan, Land Supply and Development Monitoring Program and other Regional Plan implementation projects with implications for the Sunshine Coast
• Coordinate the preparation of high quality submissions to State and other levels of government regarding planning reform initiatives and other legislation or policy with implications for Council’s growth management positions or planning processes
• Coordinate the preparation of high quality submissions on planning and infrastructure projects with implications for the Sunshine Coast, including, for example transport projects and requests for community infrastructure designations
• Coordinate Strategic Planning input and advice for internal Council projects, programs and property-related matters
• Assist, where necessary, with the preparation and ongoing management and maintenance of the Sunshine Coast Planning Scheme and related policies and activities, including engagement, advice and advocacy
• Undertake and coordinate local planning projects leading to amendments to the Sunshine Coast Planning Scheme
• Provide best practice strategic planning advice ensuring alignment to Council’s vision for key components of land use including: housing; retail; commercial, industrial, rural; and community sectors, assisting Council to achieve Triple Bottom Line outcomes and improve sustainability
• Lead Council’s response to develop and implement innovative approaches for strategic land use planning policies and projects, acknowledging the impact of emerging global issues and mega trends
• Contribute to the development, management and maintenance of various models, planning studies and policies prepared by the Customer Engagement and Planning Services Group and other internal stakeholders
• Develop and maintain strong specialist advice relationships throughout the organisation to achieve a collaborative approach in the delivery of growth management outcomes
• Ensure effective collaboration, engagement and communication with Councillors, staff, key industry stakeholders and the community on the preparation of significant regional policy, programs and strategies for managing the interrelationships between population growth and lifestyle across the Sunshine Coast, with a particular emphasis on the Council’s adopted growth management positions, the Sunshine Coast Planning Scheme, and related projects
• Effectively advocate Council’s strategic planning positions to State agencies, other local governments, community groups and other stakeholders and respond to implementation requirements of State planning legislation, State Planning Policies and the SEQ Regional Plan
• Provide the Manager Strategic Planning and Group Executive Customer Engagement and Planning Services with high level advice, specialist knowledge and timely reports on the progress, functions and key activities of the Regional Planning and Advocacy Team
• Participate in the development of a healthy and safe workplace. Embracing initiatives, information and training and incorporating safety into all daily activities. Demonstrate safe work behaviours, abiding by procedures, identifying and reporting hazards, and contributing to all aspects of a safe workplace culture
• Such other relevant duties as required from time to time which would generally fall within the scope of this position

Key Requirements

Mandatory Requirements / Experience

• Possession of recognised tertiary qualifications/accreditations and equivalent experience in the Town Planning profession, with demonstrated application of such learning in the workplace
• Qualifications need to satisfy membership status (or eligibility to become a member) of the Planning Institute of Australia
• Substantial experience with legislation, regulations, standards, policies, planning schemes and relevant state government planning strategies, including the Planning Act 2016 and SEQ Regional Plan (Shaping SEQ)
• A clear understanding and proven track record of management and achievement in strategic land use planning, particularly in the areas of regional planning, master planned communities, major activity centres, regional growth management strategies and advocacy of Council planning positions to State Agencies and other local governments
• Strong leadership skills and experience to confidently and positively lead and empower others, develop and coach team members and foster a workplace culture consistent with Council’s corporate values
• Excellent interpersonal, public speaking and presentation skills for the delivery of high-level strategic planning initiatives and policy to local government, other levels of government and the community
• Strong strategy and policy writing skills with demonstrated ability to undertake leading edge research, data analysis and prepare high level reports and correspondence for Council
• Current Driver’s Licence – “C” class

Desirable Requirements / Experience
• Post graduate qualifications and/or additional managerial and leadership experience with a proven track record of success in a large local government authority or similar organisation, or private sector consultancies, would be highly regarded

Corporate Requirements
• Commitment to the agreed Sunshine Coast Council values and behaviours
• Compliance and adherence to Code of Conduct
• Participation in Performance Review and Planning
• Availability to work across council work locations
• Commitment to the Work Safe: Live Well 7 Safety Essentials

Be fit for work ▪ Look after yourself and others ▪ Manage risk - if it’s not safe don’t do it ▪ Follow procedures and instructions ▪ Check all plant & equipment and be competent in its use ▪ Use and maintain correct PPE ▪ Report all hazards, incidents and near misses.
Recruitment process
1169 – Coordinator Regional Planning & Advocacy

<table>
<thead>
<tr>
<th>Vacancy number</th>
<th>268</th>
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<tbody>
<tr>
<td>Contact person</td>
<td>Stephen Patey</td>
</tr>
<tr>
<td>Contact details</td>
<td>(07) 5420 8785</td>
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</tbody>
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What to include in your application

Your written application should include:

- a covering letter detailing your suitability for the role in Council including your ability to fulfil the key responsibilities and requirements of the position, including details of any specific or mandatory qualifications – 2-3 pages maximum; and
- a current resume or curriculum vitae.

Submitting your application

- **External candidates:** submit online at https://careers.sunshinecoast.qld.gov.au/
- **Internal employees:** Online via PeopleHUB > Careers.
- Both PDF and Word documents are accepted file formats, with a preference for PDF.

Additional information

- Additional information for applicants is available at www.sunshinecoast.qld.gov.au
- A range of assessment methods may be used to assist selection, including psychometric testing and competency based testing on occasions.

*Sunshine Coast Council is an equal opportunity employer that values cultural and physical diversity. Through our Reconciliation Action Plan, Sunshine Coast Council also supports social and economic opportunities for Traditional Owners, the Kabi Kabi and Jinibara people and the broader First Nations community and as such strongly encourages local, First Nations people to apply.*