

PROGRAM LEADER – STRATEGIC PLANNING POSITION DESCRIPTION

Position Title	Program Leader – Strategic Planning
Directorate	Community Services
Department	Planning and Environment
Position No.	63,532.00
Classification	Level Eight (8)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Manager Planning and Environment
Last Review Date	April 2026

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Planning and Environment Department's purpose is to ensure that Isaac's future is planned in an integrated and sustainable manner. The department is responsible for delivering Council's land use planning, environment and sustainability functions and seeks to advance the region's social, environmental and economic future. The department delivers its responsibilities in alignment with the Isaac Vision and Community Services Noble Purpose, working collaboratively with the community, Council, Executive, Community Services Directorate, and the broader organisation.

The Department's land use planning responsibilities are delivered across two streams: Development Assessment and Strategic Planning, supported by an Administration Team.

POSITION SUMMARY:

Reporting to the Manager Planning and Environment, the Program Leader – Strategic Planning leads Council's strategic land use planning program, including planning scheme reviews and amendments, policy and strategy development, and provides support to development assessment activities and major project assessment and engagement.

Council has a number of significant strategic planning projects currently underway which the role will be responsible for delivering, notably the Isaac Region Growth Study (funded by the State Government's Scheme Supply Fund), Greater Whitsunday Regional Plan, and Flood Hazard Planning Scheme Amendment.

The position is a key member of the Department's leadership team, providing leadership across complex strategic planning matters and contributing to organisation-wide initiatives. It also plays an important role in building team capability and supporting the ongoing development of the strategic planning function, while offering a strong platform for professional growth and the development of broader leadership capability.

DUTIES:

1. As part of the department's leadership team, advance Council's integrated planning functions in line with the Community Services Directorate's Noble Purpose and Isaac Vision;
2. Develop planning policy and provide high-level, evidence-based advice on land use, infrastructure and regional development.
3. Lead planning scheme review, amendments, policy and strategy development, in alignment with legislative and State requirements;
4. Coordinate infrastructure planning inputs, including alignment with the Local Government Infrastructure Plan (LGIP) and Schedule of Works;
5. Monitor legislative and policy changes and report / advise on implications for Council, including the development of feedback / submissions on behalf of Council;
6. Provide strategic planning input into whole-of-Council projects, major development proposals and regionally significant projects;
7. Provide ad-hoc support to the development assessment functions of the Department, including assessment of applications where requested.
8. Develop effective working relationships with other government and non-government agencies, development industry stakeholders, organisations and groups to ensure the delivery of Council land use planning services are relevant and meeting best practice standards in accordance with legislative requirements;
9. Prepare and present technical reports, briefs, documentation and correspondence of a complex nature on land use planning and related matters;
10. Lead, train and develop Council teams on contemporary land use planning practices and policy;

11. Maintain accurate records of work activities and processes, in accordance with Council policy and procedures;
12. Work in collaboration with the Departmental Administration Officer and department program leaders to ensure reporting and accountability processes and procedures meet the needs of the Department and Directorate.
13. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote the Department's Noble Purpose Enablers and values;
14. Self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
15. Undertake any other duties as reasonably directed within the limits of the employee's skills, competence and training.

KEY COMPETENCIES:

Knowledge and skills

Essential

1. Demonstrated advanced knowledge and skills in the practical application of State and Commonwealth legislation to deliver strategic and/or statutory land use planning services in a local government context;
2. Demonstrated skills in managing diverse program workloads and achieving performance targets for allocated workloads and projects;
3. Demonstrated skills in exercising judgement and problem solving on matters of a complex nature within a planning and development services context;
4. Demonstrated skills in development and delivery of system improvement processes;
5. Demonstrated skills in the delivery of high-quality written communication materials such as reports, briefing materials, correspondence and publications on land use planning matters for internal and external stakeholders;
6. Demonstrated skills in the delivery of high-quality verbal communications, negotiation and conflict resolution practice, building positive working relationships with internal and external stakeholders;
7. Demonstrated knowledge and skills in the use of Microsoft Office suite, records management systems and GIS software to deliver land use planning services in a public sector environment.

Experience

1. A minimum of five (5) years post graduate land use planning experience is essential, with specific experience in local government development assessment and strategic planning processes desirable.

Qualifications

Mandatory – this role requires the possession of:

1. C Class Open Australian Drivers Licence.

Desirable

1. Tertiary qualifications in land use planning or other relevant field, enabling eligibility for full membership to the Planning Institute of Australia.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		