

Position Description

Strategic and Policy Planner

Your role:	Strategic and Policy Planner (526)
You will report to:	Manager Region and Place
Your Directorate:	Community & Development
Your Salary Level:	General Officer Level 6 (\$112,207 - \$119,830)
Special Conditions:	Some out of hours work and working at different locations may be required. A satisfactory Medical Clearance for this role is required

Position Overview

The Strategic and Policy Planner develops and implements strategic and planning policy initiatives, ensuring alignment with Council's strategic goals, the Greater Adelaide Regional Plan, and the aspirations of the community. Plans and strategies are informed by demographic, social, environmental, and economic trends through detailed research and investigations.

Working collaboratively across departments and with external stakeholders, this role leads and manages Code Amendments and supports associated community engagement activities. As a subject matter expert, the Strategic and Policy Planner provides expert advice on planning policy matters, support development assessment staff in interpreting and applying planning policies and develops responses to the State Planning Commission and third-party Code Amendments.

This position requires a proactive and collaborative professional capable of identifying policy gaps and translating high-level strategic visions into actionable policies and plans. It requires a strong understanding of the South Australian planning system understanding, excellent communication skills, and the ability to prepare high-quality reports, submissions, and presentations for Council and public forums.

About the Team

You will be part of the multidisciplinary Region and Place team that plays a pivotal role in shaping the future of the Council area. The team works collaboratively across departments and with external stakeholders to deliver initiatives that support sustainable development, economic prosperity, community wellbeing, and place-based development.

Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

Our values

Grounded In Trust	Build strong foundations through respect, safety, integrity and transparency.
Cultivating Connections	Engage with each other and our community to create a thriving, collaborative environment.
Nurturing Excellence	Deliver with pride to achieve the best outcomes and celebrate our success.
Sowing Seeds for Tomorrow	Foster growth and innovation for a sustainable future.

Your Stakeholders

Internal	Manager Region and Place Director, Community & Development Elected Members, Directors, Managers, and other employees across the organisation
External	Community individuals and groups, including Local Government bodies, suppliers, consultants and contractors, other Local Government bodies, Government departments including the Department for Housing and Urban Development

Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees.

Position Responsibilities

- Develop and implement strategic plans and frameworks, ensuring alignment with the Council's strategic goals, the Greater Adelaide Regional Plan and community expectations.
- Lead and manage Code Amendments, including preparation, documentation and consultation.
- Undertake strategic research on demographic, social, environmental, and economic trends to inform policy development.
- Support community engagement activities associated with Code Amendments and other plans and frameworks.
- Provide expert advice on planning policy issues as they effect the Adelaide Hills Council and liaise with staff, community, State Government agencies, neighbouring councils, industry groups, and community organisations with regard to planning policy matters.
- Review and develop responses to the State Planning Commission and third-party Code Amendments.
- Support development assessment staff in interpreting and applying planning policies.
- Identify and address policy gaps and unintended consequences in existing planning frameworks.
- Prepare reports, submissions, and presentations for Council, committees, and public forums.
- Assist in the preparation of submissions for funding of relevant projects.
- Procure and oversee external contractors in line with Council policies and WHS requirements.
- Ensure compliance with records management policies and legislative requirements.

Position Criteria

Technical Knowledge & Experience	• Demonstrated substantial experience in urban planning matters, particularly in relation to strategic planning and policy development • Detailed knowledge and interpretation of the Planning, Development and Infrastructure Act 2016, the Planning and Design Code and related standards and guidelines, particularly the procedures for amendments to the Code • Strategic mindset in relation to planning issues • Strong analytical, conceptual, and problem-solving abilities • Working knowledge of public consultation practices	Essential
	• Understanding of local and regional economic, social, and environmental trends	Desirable
Collaboration and Communication	• Excellent interpersonal skills and the ability to communicate and consult with people at all levels • High-level written and verbal communication skills, including report writing and presentations	Essential
Qualifications	• Tertiary qualifications in Urban and Regional Planning (or equivalent)	Essential
	• Accredited Professional – Planning Level 1 (or eligibility and willingness to obtain)	Desirable
Customer Service	• Demonstrated achievement in and enthusiasm for the provision of high-quality customer service	Essential
Government Experience	• Demonstrated experience in local government or similar complex environments	Desirable
Corporate Skills and Experience	• Working knowledge of Office 365 and use of corporate technology, including GIS applications • Highly motivated with demonstrated initiative • The ability to manage competing priorities and work independently or collaboratively	Essential
Finance Delegations	• Nil	
People Leadership	• Nil	

Job Requirements Guide

Frequency guide

1. Constant (ongoing, occurs daily)
3. Occasional (occurs 2-4 times per week)

2. Frequent (occurs 1-2 times daily)
4. Infrequent (occurs once per week or less)

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y	X				
Walking	Y	X				
Sitting	Y	X				
Bending /twisting the back	Y		X			
Bending /twisting the neck	Y	X				
Kneeling/squatting/ crouching	Y				X	
Climbing e.g. stairs/steps/ladders	Y	X				
Reaching forward /sideways >30 cm	Y	X				
Working with hands above shoulder height	N				X	
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg	Y			X		
Pushing/pulling/dragging	Y				X	
Gripping/grabbing	Y			X		
Fine hand coordination	Y				X	
Holding/supporting any object or person	N				X	

Environmental						
Work in an indoor/outdoor environment	N					
Work at heights	N					
Work in confined spaces	N					
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y	X				
Exposure to noise	N					
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	N					
Exposure to fumes/dust	N					
Managing security/private information	Y	X				

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y	X				
Dealing with highly emotional/ conflict situations	Y		X			
Dealing with difficult/complex negotiation of a personal nature	Y		X			
Working in a team requiring maintenance of relationships/ communication with others	Y	X				
Working in isolation or with limited interpersonal interactions/ supervision	Y				X	
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y	X				
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				