Position Description

POSITION DETAILS	
Date of PD	December 2022
Position Title	Project Officer Infrastructure Planning
Position Grade	10
Directorate | Business Unit	City Planning & Design | Infrastructure Planning & Development
Reports to	Team Leader Infrastructure Planning
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

This position is responsible for assisting with the preparing and updating Infrastructure Contribution Plans and Planning Agreements Policy, providing advice relating to local infrastructure contributions, assisting with achieving reporting obligations on local infrastructure contributions and planning agreements, and assisting with negotiating and managing planning agreements including both cash and non-cash assets.

KEY RESPONSIBILITIES

- Assist with infrastructure contribution plans and planning agreements policy to achieve specific outcomes identified in the Local Strategic Planning Statement, Parramatta 2038 Community Strategic Plan and Council's Corporate Plan, and contribute to the achievements of Council overall.
- Provide professional advice and direction to Council's staff in the context of Council's local infrastructure contributions and planning agreements.
- Prepare clear and logical written analytical reports with recommendations for action.
- Represent the Council in infrastructure planning forums and committees to ensure that high quality consistent advice delivers integrated infrastructure planning solutions in the interests of the community.
- Actively assist in the development and promotion of the good reputation of the City of Parramatta Council and development in the City.
- Infrastructure planning and planning agreement advice, reports, plans and research.
- Provide infrastructure planning and planning agreement solutions for Parramatta.
- Manage grant and general funding of projects and services within the infrastructure planning area
- Communicate Council's strategic plans and policies for the City to potential applicants and other community members.
- Ensure that sensitive issues are flagged for the attention of the key decision makers, including the Team Leader - Infrastructure Planning, Group Manager Infrastructure Planning & Design, or Executive Director, City Planning & Design, to ensure they are handled appropriately.
- Build strong and productive partnerships within Council and with external stakeholders, including agencies.
- Work with teams in solving complex problems innovatively and effectively within a government context, complying with legislation and Council's policies.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Knowledge

Qualifications (Level)

- Tertiary qualification in town planning, accounting or project management or equivalent and considerable experience in infrastructure planning and capital project deliveryor allied professional experience and an understanding of the NSW infrastructure planning system.

Experience

- Knowledge of and experience in generating and communicating infrastructure plans and policies.
- Demonstrated skills and experience in analytical, creative thinking and problem solving across a range of strategic projects and multi-disciplinary teams.
- Demonstrated experience delivering innovative and effective infrastructure planning solutions, through advice, guidelines and policy.

Skills

- Excellent project management skills and experience.
- Excellent communication, teamwork, presentation and negotiation skills and experience.
- An understanding of local infrastructure contributions and planning agreements.

Acknowledgement:

I, ... acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature..... Date: .....

Manager's Signature..... Date: .....