



Regional Planning Coordinator

- Location:** Launceston
- Classification:** Non-Award Role
- Employment Type:** Fixed Term (Three Years), 0.8 – 1 FTE
- Reporting Line:** Reports to the Chief Executive Officer (CEO)

Position Summary

The Regional Planning Coordinator provides support and project coordination for the Regional Planning Group (RPG) to help achieve regional planning priorities and advocate for the planning needs of Northern Tasmania.

Key Responsibilities & Duties

- Facilitate, coordinate and provide executive administrative support to RPG meetings and related regional planning priorities and tasks.
- Coordinate and collate regional input into the Tasmanian Government planning reform agenda.
- Provide regular written and verbal briefings to the Council General Managers (GMs Group) regarding regional planning matters and recommendations of the RPG.
- Engage and consult with other regional planning groups and stakeholders upon identified regional planning issues, including reviewing the regional land use strategy for Northern Tasmania.
- Actively pursue and apply for funding opportunities that support identified regional planning initiatives.
- Oversee projects and initiatives to ensure successful outcomes and delivery on time and within budget.
- Undertake analysis and prepare various reports, submissions and presentations as directed by the CEO and in collaboration with the GMs Group.

Key Requirements

- A combination of relevant experience and qualifications.
- Strong understanding of strategic regional planning issues in Tasmania and the State's planning reform agenda.
- Strategic thinking, with the ability to align work plans and projects to regional, state and federal strategies.
- Project management experience, particularly in the coordination of deliverables from consultants.
- Demonstrated ability to communicate effectively and develop high-level relationships with a diverse range of collaborators, especially within the planning space, including industry, government and contractors.
- Ability to build and develop collaborative networks to achieve organisational and regional objectives and build trust and reciprocity with other teams through the RPG.
- Be able to advocate on planning issues and opportunities on behalf of the organisation and our members.

Success Criteria

- High level of time and task management skills.
- Ability to meet deadlines, budgets, milestones and performance measures.
- Ability to work both independently and as part of a team.
- Effective listening skills and highly developed interpersonal skills.
- A growth mindset that drives performance.
- The ability to align projects to relevant strategies and policies.
- Strong computer literacy and experience with the Office Suite and relevant cloud-based systems.

Other Requirements

- Class C Drivers Licence
- A background in planning is an advantage

Work Environment

The NTDC office is located at 63 – 65 Cameron Street, Launceston. This open-plan workspace is accessible and shared with other agencies, including Visit Northern Tasmania and Cityprom. There is access to a meeting room and a board room on site. NTDC supports flexible and remote working.

About NTDC

The Northern Tasmanian Development Corporation (NTDC) is a regional development agency owned by seven Local Government Authorities. In collaboration with our owners and key stakeholders, NTDC developed the Regional Economic Development Strategy.

Our role is to grow Northern Tasmania. The key metrics for success are increased value of the gross regional product (GRP), improved participation in the workforce, and higher average take-home wages for Northern Tasmanians.

Our Vision

Northern Tasmania will be more open to ideas than any other region in Australia.

Our Values

We collaborate and succeed through collective efforts, sharing support and trust between all stakeholders. Our values guide our work so we can achieve our vision:

Collaborative: Be cooperative to achieve regional outcomes.

Aspirational: Be globally competitive, supporting a 'Best of Region' approach.

Innovative: Be receptive to new ideas, challenging the status quo.

Transparent: Be open and transparent.

Inclusive: Be respectful, encourage diversity and listen to the voice of regional networks.

Resilient: Be curious, encouraging learning and continuous improvement.

Tasmanian: Be quiet and authentic in our pursuit of the extraordinary, learning from our stories of success and failure.