

Position Title	Graduate Strategic Planner
Department	Planning
Unit	Spatial Planning
Team	Various
Supervises	Nil
Reports To	Coordinator Strategic Assessment
Grade Range	D
Date Prepared	23/08/2023
Date Last Updated	24/08/2023

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

Bring new, innovative ideas and contribute to planning one of Sydney's most dynamic areas. Canterbury Bankstown straddles Sydney's Inner City and Middle-Ring, strategically located in close proximity to Central Sydney, Parramatta and Liverpool. It also has two growing and exciting Strategic Centres, Bankstown and Campsie, and is seeing new government and institutional investment.

The role of the Graduate Strategic Planner is to learn a range of strategic planning functions by supporting projects that span the four teams within the City Strategy and Design Unit. This includes:

- The Strategic Planning team who look after strategic, city-wide policy, heritage and infrastructure contributions;
- The Strategic Assessment team who manage applicant and Council initiated planning proposals, assess state significant development and deliver planning certificates;
- The City Shaping projects team who undertake precinct-based master plans; and
- The Urban Design team who provides design advice on planning projects and manages the Design Review Panel.

This role will be agile and work across the four teams to contribute on a range of projects and gain exposure to different planning processes and stakeholders.

Accountabilities

- Provide input into the review and revisions of Council's city-wide planning policies such as the Employment Lands Zone reforms and residential controls review
- Support the delivery of Council's place-based Master Plans
- Work between the planning and urban design teams to ensure good design is embedded into planning projects
- Collaborate and effectively communicate across the Unit and Council to achieve best-practice planning outcomes
- Assist in the preparation of advice and submissions
- Other tasks to assist and support the City Strategy and Design unit in its planning and design capacities.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships		
Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/ units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results		
Innovate and Improve	Intermediate	<ul style="list-style-type: none"> • Researches developments and trends in the industry • Thinks about issues and opportunities from different viewpoints • Links together unrelated ideas or events to generate insights • Identifies improvements to work systems, processes and practices

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Completion of a recognised tertiary qualification in a field such as urban and regional planning, town planning, or related qualification providing eligibility for membership of the Planning Institute of Australia.

Essential Experience

- Knowledge and understanding of relevant environmental planning and local government legislation, and an ability to interpret the Environmental Planning and Assessment Act 1979.
- Strong verbal and written communication skills, including the preparation of presentation material.

Desirable Qualifications and or Experience

- Ability to consult, share information and work collaboratively within a team and across an organisation.
- Class C Driver’s Licence.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>