

Position Title	Graduate Urban Planner
Department	City Future
Unit	City Plan and Transformation
Team	Urban Policy and Planning
Supervises	Nil
Reports To	Team Leader Urban Policy and Planning
Grade Range	D
Date Prepared	5/08/2024
Date Last Updated	5/08/2024

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

The Graduate Urban Planner will work across the disciplines in the Urban Policy and Planning Team to support environmental, catchment, transport, open space and community infrastructure planning outcomes. The role will be agile and provide the successful candidate the opportunity to contribute on a range of projects and gain exposure to different technical areas, stakeholders and planning processes.

The position will support the City Plan and Transformation Unit. In addition to Urban Policy and Planning, the Unit is responsible for Integrated Planning, Forward Works Planning, Major Projects and Place Projects, providing the successful candidate with a holistic understanding of local government project delivery from needs analysis, planning, and funding through to delivery.

Accountabilities

- Assist in the preparation and review of Council strategies and policies which influence urban outcomes and environmental initiatives across the City.
- Undertake research on policy and planning matters that impact Local Government.
- Assist in the provision of planning advice to other parts of the organisation, including on development applications, planning proposals, review of environmental factors, masterplans.
- Collaborate and effectively communicate across the Unit and Council to achieve best-practice planning outcomes.
- Assist in the preparation of advice and submissions on a range of strategic projects both internal and external.
- Assist in the spatial analysis and preparation of maps in relation to natural environment and needs of the unit.
- Provide general administration support as required.

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 – Labourer/ TAG

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 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	Foundational	<ul style="list-style-type: none"> • Understands own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and • Is willing to learn and apply new skills
Relationships		
Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of coworkers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results		
Innovate and Improve	Foundational	<ul style="list-style-type: none"> • Contributes own knowledge and ideas • Suggests improvements to the way work is done

* 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"/>