

<b>Position Title</b>	Senior Strategic Planner - Urbanist
<b>Department</b>	Planning
<b>Unit</b>	City Strategy & Design
<b>Team</b>	Strategic Assessments
<b>Supervises</b>	Nil
<b>Reports To</b>	Coordinator Strategic Assessments
<b>Grade</b>	H
<b>Date Prepared</b>	30/06/2025
<b>Date Last Updated</b>	30/06/2025

## 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 Senior Strategic Planner's focus is to help create a beautiful and liveable city that our community loves. The Senior Strategic Planner works on assessing major development and planning proposals (rezoning applications), contribute to the development of planning and design policy, reviewing and updating Council's planning framework, and the assessment of planning proposals, both Council and applicant initiated. The role requires a high level of technical proficiency in being able to assess planning proposals and State Significant Developments with strong negotiation, report writing and assessment skills, whilst also having a strong knowledge of good design outcomes. You will also have experience in negotiating planning agreements, maximising community outcomes and representing Council's interests, with the ability to draw on wide range of experiences when facing new challenges. Communication with internal and external stakeholders, management of specialist consultants for advice, and preparing advice to Council and its Local Planning Panel are also key aspects of the role. The Senior Strategic Planner reports directly to the Coordinator Strategic Assessments.




## Accountabilities

- Work on a range of planning and design projects and activities to develop, implement and review Council's planning policies, land use strategies, and planning instruments.
- Apply a wide range of experiences and high level technical proficiency to solve complex planning and design challenges.
- Assess planning proposals and provide advice to Council about whether or not to proceed.
- Progress and assist with the preparation of Council initiated planning proposals.
- Lead the preparation and negotiation of Planning Agreements with applicants on behalf of Council for the best possible outcomes for betterment of Council and our community.
- Assess and prepare detailed submissions and manage negotiations on complex State significant developments and State infrastructure projects.
- Preparation of consultant's briefs and working with consultants of various disciplines to inform decision making.
- Preparation and implementation of project plans to a lead multi-disciplinary team of Council staff to delivery projects.

- Improving Council's processes and systems as they relate to urban planning and development matters.
- Consultation with internal and external stakeholders about key projects.
- Review and confirm the accuracy of information contained on Section 10.7 Planning Certificates before being issued to customers.
- Plan and participate in community engagement activities for relevant projects.
- Implement safe work practices and manage work health and safety risks.
- General correspondence and any other task 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 – Senior Technical/ Professional Specialist		
Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Advanced
	Display Resilience	Adept
	<b>Act with Integrity</b>	Advanced
	Safety and Accountability	Advanced
 <b>Relationships</b>	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Advanced
	Influence and Negotiate	Adept
 <b>Results</b>	<b>Plan and Prioritise</b>	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 <b>Resources</b>	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 <b>People Leadership</b>	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
<b>Personal Character</b>		
Lead Self	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates motivation to serve the community and organisation</li> <li>• Initiates team activity on organisation/unit projects, issues and opportunities</li> <li>• Seeks and accepts challenging assignments and other development opportunities</li> <li>• Seeks feedback broadly and asks others for help with own development areas</li> <li>• Translates negative feedback into an opportunity to improve</li> </ul>
<b>Personal Character</b>		
Act with Integrity	Advanced	<ul style="list-style-type: none"> <li>• Models ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way and sets an example for others to follow</li> <li>• Promotes integrity, courage and professionalism inside and outside the organisation</li> <li>• Monitors ethical practices, standards and systems and reinforces their use</li> <li>• Proactively addresses ethical and people issues before they magnify</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> </ul>

		<ul style="list-style-type: none"> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b>		
Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>• Ensures business plans and priorities are in line with organisational objectives</li> <li>• Uses historical context to inform business plans and mitigate risks</li> <li>• Anticipates and assesses shifts in the environment and ensures contingency plans are in place</li> <li>• Ensures that program risks are managed and strategies are in place to respond to variance</li> <li>• Implements systems for monitoring and evaluating effective program and project management</li> </ul>

\* 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 Chief Executive Officer.

## 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

- Tertiary qualifications in town planning, urban design or related built form disciplines
- Current Class C driver's licence.

## Essential Experience

- Demonstrated experience working in a team to deliver solutions to complex strategic planning problems.
- Sound understanding of planning legislation, state planning policies, and planning instruments.
- Working knowledge of planning processes, particularly in relation to the plan making process, local environmental plans, and development control plans.
- Demonstrated experience working on planning projects involving a diverse range of internal and external stakeholders.
- Demonstrated ability to prioritise work, meet deadlines, and work to a budget.
- Understanding of the roles and responsibilities of State and local government authorities and the private sector in planning matters.
- Demonstrated experience in the use of electronic file management systems.
- Experience in preparing, negotiating and finalising Planning Agreements either for Government and/or corporate clients in private industry.

## Desirable Qualifications and or Experience

- Qualifications in Project Management.
- Qualifications or experience in Project Management, Urban Design and/or Geospatial Information Systems (GIS) software.
- Experience working in both government and private sector.

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: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input 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"/>