

Position Title	Executive Planner Planning Agreement Specialist
Department	Planning
Division	
Unit	City Strategy & Design
Team	Strategic Assessments
Supervises	Nil
Reports To	Coordinator Strategic Assessments
Grade	I
Date Prepared	17/02/2026
Date Last Updated	17/02/2026

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 Executive Planner Planning Agreement Specialist plays a pivotal role in shaping a beautiful, liveable and well-designed city that the community values. The key component of the role is leading the coordination, negotiation, governance and oversight of Planning Agreements across the organisation for the entire lifespan of the Planning Agreement.

This position is responsible for assessing major development and planning proposals—including rezoning applications and State Significant Developments—while contributing to the development, review and continuous improvement of Council’s planning and design policy framework. The role requires a high level of technical proficiency in planning assessment, strong negotiation capability, excellent report-writing skills, and a deep understanding of high-quality urban design outcomes.

The position provides expert advice to Council’s Senior Management and Executive Leadership Team. The role works collaboratively across units and divisions on special corporate projects to support the achievement of organisational objectives and Executive priorities.

Accountabilities






- Be Council’s Planning Agreement expert and single point of contact lead project manager for all Planning Agreements involving Council from inception through to the delivery of all public benefits at the completion of the development
- Coordinate and lead negotiations with developers regarding draft Planning Agreements including engaging and managing peer review consultants
- Ensure Council’s Planning Agreements maximise community benefit and ongoing costs to Council
- Work on a range of planning and design projects and activities to develop, implement and review Council’s planning policies, land use and public infrastructure 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.

- Support Council's planning agreement steering committee and related governance forums, and ensures lessons learned are embedded into future continuous improvement initiatives.
- Prepare advice for Council and its Local Planning Panel, Council's Senior Management and Executive Leadership Teams and Land and Environment Court.
- 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.

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
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 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	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships		
Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments

		<ul style="list-style-type: none"> • Encourages others to share and debate ideas
Results		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness

* 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.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in town planning, environmental planning law or related discipline.

- C Class Drivers Licence

Essential Experience

- Experience in preparing, negotiating and finalising Planning Agreements either for Government and/or corporate clients in private industry, involving a diverse range of internal and external stakeholders.
- Coordinating the management and delivery of Planning Agreements for Council from inception through to completion of public benefit delivery. □
- Demonstrated ability to reason conceptually, negotiate effectively and to solve complex problems, high priority issues and business processes.
- 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.
- Working knowledge of planning processes, particularly in relation to the plan making process, local environmental plans, and development control plans.
- Must possess a good understanding of financial management, Council's operational requirements and developer feasibility considerations.
- Demonstrated ability to prioritise work, meet deadlines, and work to a budget.
- Demonstrated experience in project management and the development and delivery of projects.
- Understanding of the roles and responsibilities of State and local government authorities and the private sector in planning matters.
- Assess and prepare detailed submissions and manage negotiations on complex State significant developments and State infrastructure projects.
- Demonstrated experience in the use of electronic file management systems. □
- Highly developed written and oral communication skills.

Desirable Qualifications and or Experience

- Qualifications in legal or contract negotiations
- 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position have an inherently high risk for fraud and corruption?	<input checked="" type="checkbox"/>	<input type="checkbox"/>