

|                          |                                       |
|--------------------------|---------------------------------------|
| <b>Position Title</b>    | Graduate Urban Planner                |
| <b>Department</b>        | City Future                           |
| <b>Division</b>          | City Plan & Infrastructure            |
| <b>Unit</b>              | City Plan & Transformation            |
| <b>Team</b>              | Urban Policy and Planning             |
| <b>Supervises</b>        | Nil                                   |
| <b>Reports To</b>        | Team Leader Urban Policy and Planning |
| <b>Grade</b>             | D                                     |
| <b>Date Prepared</b>     | 6/07/2026                             |
| <b>Date Last Updated</b> | 6/07/2026                             |

## 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 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 including the design of key public domain projects, 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, and masterplans.□
- Collaborate and effectively communicate across the Unit and Council to achieve best-practice planning outcomes.□
- Support in the design and delivery of key urban design and public domain projects such as assisting with the preparation of project design briefs, management of external consultants and meetings with internal stakeholders and the Project Control Group.□
- 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        |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------|--------------|
| <br><b>Personal Character</b>  | <b>Lead Self</b>                | Foundational |
|                                                                                                                 | Display Resilience              | Foundational |
|                                                                                                                 | Act with Integrity              | Foundational |
|                                                                                                                 | Safety and Accountability       | Foundational |
| <br><b>Relationships</b>       | Communicate and Engage          | Foundational |
|                                                                                                                 | Customer and Community Focus    | Foundational |
|                                                                                                                 | <b>Work Collaboratively</b>     | Foundational |
|                                                                                                                 | Influence and Negotiate         | Foundational |
| <br><b>Results</b>           | Plan and Prioritise             | Foundational |
|                                                                                                                 | <b>Think and Solve Problems</b> | Foundational |
|                                                                                                                 | Innovate and Improve            | Foundational |
|                                                                                                                 | Deliver Results                 | Foundational |
| <br><b>Resources</b>         | Finance                         | Foundational |
|                                                                                                                 | Assets and Tools                | Foundational |
|                                                                                                                 | Technology and Information      | Foundational |
|                                                                                                                 | Procurement and Contracts       | Foundational |
| <br><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                 | Foundational | <ul style="list-style-type: none"> <li>• Understands own role within the team</li> <li>• Proactively seeks instruction and guidance</li> <li>• Approaches work tasks with energy and enthusiasm</li> <li>• Stays up to date with knowledge, training and accreditation in relevant skills areas</li> <li>• Is willing to learn and apply new skills</li> </ul>                                                                                                                  |
| <b>Relationships</b>      |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Work Collaboratively      | Foundational | <ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> <li>• Shares knowledge and information with team members and other staff</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of coworkers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul> |
| <b>Results</b>            |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Think and Solve Problems  | Foundational | <ul style="list-style-type: none"> <li>• Finds and checks information needed to complete own work tasks</li> <li>• Breaks down information and issues into component parts</li> <li>• Thinks through the options available and checks his/her suggested approach</li> <li>• Refers complex issues and problems to a manager/ supervisor</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.

## 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

- Completion of a recognised tertiary qualification in a field such as urban and regional planning, town planning, or related qualification providing eligibility for member 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 the organisation.
- Experience in project management or urban design.

- Class C Drivers 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: <a href="#">Click to Specify Licence</a> | <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"/>            |
| Does this position have an inherently high risk for fraud and corruption?                                                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |