

Position Title	Graduate Urban Planner / Urban Designer
Department	Planning
Division	
Unit	City Strategy & Design
Team	Strategic Planning
Supervises	0
Reports To	Coordinator Strategic Planning
Grade	D
Date Prepared	15/07/2026
Date Last Updated	15/07/2026

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

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 substantial new government and institutional investment.

The role of the Graduate Urban Planner/Urban Designer 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 Assessment team who manage applicant and Council initiated planning proposals, assess state significant development and deliver planning certificates;
- The Strategic Planning team who look after strategic, city-wide policy, heritage and infrastructure contributions;
- 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

- Support the delivery of planning policy, placed based planning and other planning and design projects
- 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

- Provide input into the review and revisions of Council's city-wide planning policies
- 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 – 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		
Act with Integrity	Foundational	• Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies and guidelines • Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships		
Communicate and Engage	Foundational	• Speaks at an appropriate pace and volume • Uses appropriate body language and facial expressions • Explains things clearly Allows others time to speak • Shows sensitivity to cultural, religious and other individual differences when interacting with
Resources		
Technology and Information	Foundational	• Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management

* 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

- Recent graduate or close to finalisation of planning, urban design, urbanism, architecture or other related degree. Degree should be recognised by the Planning Institute of Australia, Urban Design Association or other industry bodies.

Essential Experience

- Basic 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.
- Exposure to planning and/or urban design in professional public or private sector workplace.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☐	☒
Does this position require incumbent to demonstrate good driving Licence class required: Click to Specify Licence	☐	☒
Will incumbent need to make disclosure of pecuniary interest?	☐	☒

Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☐	☒