

Position Title	Forward Works Planner - Reporting
Department	City Future
Unit	City Plan
Team	Forward Works
Supervises	Nil
Reports To	Forward Works Planning Coordinator
Grade	G
Date Prepared	17/03/2022
Date Last Updated	4/09/2025

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 primary role of this position is to support the Forward Works Team in planning, developing and reporting on Council's forward capital works program, including the Development Contributions (s7.11 and s7.12) and Special Rate Variation forward works plans. The role will also be involved in stakeholder engagement and have visibility across the range of teams within Council responsible for the delivery of capital works. □

□

The position will work as a key member of the City Plan and Transformation Unit, participating in multi-disciplinary teams from across Council and managing individual projects requiring consultation and negotiation with internal and external stakeholders. □






Accountabilities

- Manage Development Contributions (s7.11/s7.12) and Special Rate Variation funding:
- Liaise with key staff to develop long-term Development Contributions and Special Rate Variation works plans
- Prioritise works across Council under the Development Contributions and Special Rate Variation programs
- Develop methods for capturing, monitoring and measuring Development Contributions and Special Rate Variation outcomes
- Collate and analyse outcomes and expenditure quarterly and yearly and develop information for community and statutory reporting.
- Liaise with staff and key stakeholders to ensure that all needs are considered as part of the preparation and delivery of Council's capital works program, including the preparation of responses to project related correspondence and enquiries
- Provide advice and recommendations for senior management and Councillors on strategic and capital works issues.
- Prepare applications for grant funding as it relates to capital works projects, including liaison with stakeholders, and overseeing project delivery and reporting requirements.
- Prepare and deliver professional reports and presentations to various stakeholders as required.
- Support the activities of the City Plan and Transformation Unit.

- Responsible for other related matters and projects as directed by the Forward Works Planning Coordinator and the Manager City Plan and Transformation.

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 – Technical/ Professional Specialist		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 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	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships		
Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Results		
Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/ unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning

Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region • Models inclusiveness and respect for diversity in people, experiences and backgrounds

* 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

- Tertiary qualifications in economics, urban planning, social policy or environmental planning, or related discipline and / or relevant experience.
- Class C Drivers License

Essential Experience

- Demonstrated ability to manage multiple projects simultaneously
- Experience in developing strategic plans or policies
- Demonstrated high quality written and verbal communications
- Demonstrated ability to make decisions and use judgement/problem-solving skills

- Demonstrated ability to plan and organise own time to meet projected outcomes.

Desirable Qualifications and or Experience

- Experience in local government
- Experience in the development of the NSW Integrated Planning and Reporting Framework

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 type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>