

POSITION TITLE:	Fast Track Planner	CLASSIFICATION:	Band 5
REPORTS TO:	Coordinator – Statutory Planning	CONTRACT:	Permanent
DEPARTMENT:	Statutory Planning		

OUR STRATEGIC CONTEXT



VISION	Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.
COUNCIL PLAN	A thriving and unique place; an inclusive and healthy community; and a people-centred and future-ready city.
VALUES	Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

HOW YOUR ROLE CONTRIBUTES

As a Fast Track Planner, you are responsible for assessing VicSmart and other planning applications in accordance with Council policies, procedures, and planning schemes. You provide high-level, customer-centric service to internal and external clients, resolve issues between applicants and objectors, and offer professional advice on planning applications and policies. Additionally, you ensure efficient, accurate processing within the statutory framework and contribute to developing a streamlined approvals system.

RESPONSIBILITIES	KEY OUTCOMES
Assessment and processing of VicSmart applications	<ul style="list-style-type: none"> » Efficient and carefully considered assessment of VicSmart planning applications within the 10 business day statutory timeframes. » Provide advice and information on planning applications, planning scheme requirements and Council policies to the public and planning applicants » Seek to resolve issues between applicants and objectors arising from particular applications, referring issues to a senior team member or supervisor as required » Attend and contribute to meetings with Councillors and other parties » Work with other Council Units and external authorities when assessing applications.
Customer Service	<ul style="list-style-type: none"> » Continuous high levels of accurate and easy to understand customer service to all relevant internal and external stakeholders. » Contribute to the provision of a quality and professional planning service » Work with team members and contribute to the Unit in a positive and productive manner » Seek advice from senior planners and other team members on planning issues » Ensure effective communication internally and with external customers and contacts » Provide concise written communication and prepare routine correspondence.
Policies and Procedures	<ul style="list-style-type: none"> » Knowledge of the relevant planning provisions specifically the VicSmart provisions including permit triggers, exemptions, timeframes and required information.
Other	<ul style="list-style-type: none"> » Participate in induction and training programs as required » Ensure that due care and diligence is undertaken at all times and that actions do not create a risk to self and others » Other duties as directed within the skills and abilities of a position at this level » As a Stonnington employee, it is your responsibility to ensure you are fully aware and comply with the recordkeeping responsibilities detailed in the Records Management Policy » Employees should care for Council property at all times and not deliberately misuse or damage Council property.

KEY WORKING RELATIONSHIPS



Direct reports:	Coordinator – Statutory Planning
Internal:	Members of the Statutory Planning team and other internal referral departments.
External:	Permit applicants

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	» Ability to understand the Statutory Planning framework and procedures and delegation hierarchy.
Judgement and decision-making	<ul style="list-style-type: none"> » Some scope to use discretion in the application of the Stonnington Planning Scheme and standard Planning policies and procedures, however guidance and advice is always available from senior team members and the Coordinator » Utilise the relevant Planning Acts and Regulations to assess VicSmart and other planning applications and make decisions based on their understanding and knowledge of project scope, and work » When preparing correspondence, use discretion and adapt standard templates to suit individual applicant circumstances.
Specialist knowledge and skills	<ul style="list-style-type: none"> » Knowledge of planning theory and principles in relation to planning applications, appeals and policy development » Knowledge of the Planning and Environment Act and Council Policies & Procedures » Well-developed computer skills, with knowledge of Microsoft Office suite » Well-developed customer service skills » Understanding of Statutory Planning's context within Council and the goals of the Unit.
Management skills	<ul style="list-style-type: none"> » Demonstrated ability to manage time, plan and organise workload to ensure that the tasks completed are delivered within adequate timelines » Self-motivation to work with minimal supervision once tasks are allocated » Able to resolve issues through discussion and teamwork.
Interpersonal skills	<ul style="list-style-type: none"> » Sound verbal communications skills including the ability to build and maintain effective internal and external working relationships though: <ul style="list-style-type: none"> ○ Anticipating and/ or understanding different needs of Planning customers ○ Working effectively in a team environment » Written communication skills in order to produce concise and clear routine reports and correspondence » Ability to gain cooperation and assistance from planning customers and employees.
Qualifications and experience	» A working knowledge of Local Government and post-secondary qualifications in business, administration, customer service or compliance

WHAT WE ARE ALL RESPONSIBLE FOR



Service Promises

- » We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through

Code of Conduct

- » We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.

Workplace Health, Safety and Wellbeing

- » We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

Diversity, Equity and Inclusion

- » We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

Safeguarding Children and Young People

- » We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

Sustainability

- » We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date:

14 June 2025

CITY OF STONNINGTON

Success Profile



City of
STONNINGTON



Stonnington.
Work that matters.
People who make
a difference.