



# Candidate Information Pack

A thriving and unique place. An inclusive and healthy  
community. A people-centred and future ready city.

**Manager City Planning**



City of  
**STONNINGTON**



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## Why Stonnington?

We support our people to achieve by creating an environment that is inclusive, engaging and rewarding. We're committed to leadership development and the celebration of success. With purpose, we deliver services, infrastructure and support to our community.

## Why work at Stonnington?

We aspire to be a leading local government authority – from the quality of our services and financial management, to creating an inclusive and engaged workplace culture. To do this we need the very best people. People who share our belief in community and who want to make a difference.

## About the City of Stonnington

The City of Stonnington is located in Melbourne's inner south-east, alongside the Yarra River on the Traditional Lands of the Wurundjeri Woi Wurrung and Bunurong peoples of the East Kulin Nations.

Incorporating the suburbs of Armadale, Kooyong, Malvern, Malvern East, Prahran, Toorak and parts of Glen Iris, South Yarra and Windsor – these areas are well known for their shopping, dining and lifestyle precincts, parks and gardens, leafy streets and historical architecture.

With the municipal population predicted to grow to 137,725 by 2036, our vision for Stonnington is to be a safe, inclusive and creative city; one where we our people, history and culture is celebrated and embraced by a healthy and sustainable way of life.

Our 2021–2025 Council Plan sets out strategic directions to guide our organisation over the next four years positioning Stonnington to be:

- » a thriving and unique place
- » an inclusive and healthy community
- » a people-centred and future ready city

Our Council Plan, along with other strategies and plans can be accessed at [stonnington.vic.gov.au/about/corporate-documents](https://stonnington.vic.gov.au/about/corporate-documents)

# Success Profile



## Our strategic context

<b>Purpose</b>	Our organisation is accountable, sustainable and delivering effective services to our community.
<b>Vision:</b>	Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.
<b>Values:</b>	Cooperation, Change and New Ideas, Learning, Achievement, Communication and Accountability.
<b>Council Plan:</b>	A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.



## How your role contributes

The Manager City Planning plays a vital role in shaping the future development of the municipality by ensuring compliance with the Planning and Environment Act 1987, the Stonnington Planning Scheme and Council's policies on growth and housing.

Leading a large team, you ensure efficient management of statutory planning applications and compliance with legal frameworks while fostering a collaborative and innovative workplace culture.

You proactively identify planning challenges and develop forward-thinking solutions that address the short, medium, and long-term needs of the municipality.

A key part of the role is building partnerships with internal teams, other government agencies, external stakeholders and the community, ensuring that planning decisions reflect both regulatory requirements and community interests.

By promoting transparent communication and stakeholder engagement, the Manager City Planning helps deliver planning outcomes that benefit the community and create a positive future for the municipality.



## Responsibilities and key outcomes

<b>Strategic leadership and team development</b>	<ul style="list-style-type: none"> <li>» Set clear objectives and performance standards for the City Planning department, fostering a culture of accountability and excellence.</li> <li>» Provide ongoing mentorship and professional development opportunities to enhance team members' skills and capabilities.</li> <li>» Lead regular team meetings to promote collaboration, share insights, and address planning challenges.</li> <li>» Encourage innovation by supporting team members in proposing creative solutions to planning issues.</li> <li>» Monitor team performance and provide constructive feedback to drive continuous improvement.</li> </ul>
<b>Municipal growth and development</b>	<ul style="list-style-type: none"> <li>» Oversee the assessment and processing of planning applications, ensuring compliance with the Planning and Environment Act 1987 and the Stonnington Planning Scheme.</li> <li>» Ensure timely, consistent service delivery in statutory planning assessments, while facilitating high-quality development outcomes.</li> <li>» Conduct regular audits of planning processes to identify areas for improvement and ensure best practices are followed.</li> <li>» measures to uphold regulatory integrity and protect community interests.</li> </ul>
<b>Stakeholder engagement and community involvement</b>	<ul style="list-style-type: none"> <li>» Facilitate ongoing communication and collaboration with internal departments, external stakeholders and community groups to identify planning issues and opportunities.</li> <li>» Build and maintain strategic partnerships with peer Council colleagues, government agencies and other organisations to enhance planning initiatives.</li> <li>» Provide timely, accurate, and helpful information, promoting trust and transparency in all interactions.</li> <li>» Champion initiatives that balance the needs of developers and residents, ensuring stakeholder expectations are met while preserving community standards.</li> <li>» Organise and lead community consultations, workshops and forums to gather feedback and encourage public participation in the planning process.</li> </ul>



## Responsibilities and key outcomes *(continued)*

<b>Project management and financial oversight</b>	<ul style="list-style-type: none"> <li>» Lead complex planning projects, ensuring timely, high-quality and budget-conscious delivery.</li> <li>» Ensure adherence to the Local Government Act 2020 and advocate for policy changes that benefit the municipality.</li> <li>» Manage the Department's budget, optimising resources, identifying efficiencies and monitoring funding opportunities.</li> <li>» Coordinate cross-departmental efforts to align planning functions with broader municipal strategies.</li> <li>» Develop financial strategies and performance metrics to support and evaluate planning initiatives.</li> <li>» Prepare detailed reports for the Executive Team and Councillors on project outcomes and strategic initiatives.</li> </ul>
<b>Sustainable and inclusive outcomes</b>	<ul style="list-style-type: none"> <li>» Promote sustainability, environmental stewardship and compliance with relevant legislation in all planning initiatives.</li> <li>» Work across the organisation to deliver integrated, cross-departmental planning solutions that align with broader objectives.</li> <li>» Ensure department initiatives promote social equity and incorporate Indigenous perspectives and knowledge.</li> <li>» Ensure the procurement of sustainable collateral for events and promotions, prioritising eco-friendly materials, recyclable/reusable items, and sustainable, local suppliers where possible.</li> </ul>



## Required skills and competencies

<b>Accountability and extent of authority</b>	<ul style="list-style-type: none"> <li>» Proven experience in leading a contemporary integrated planning function that drives a customer centric, contemporary statutory planning service.</li> <li>» Providing high level strategic advice to stakeholders on all aspects of statutory planning.</li> <li>» Manage staff and contractors involved in the delivery of services across the department.</li> <li>» Oversee and manage assigned operational budget.</li> </ul>
<b>Judgement and decision making</b>	<ul style="list-style-type: none"> <li>» Ability to work independently, exercising sound judgement and problem solving to prioritise tasks effectively.</li> <li>» Application of professional expertise and political acumen to navigate complex planning matters.</li> <li>» A visionary leader with a drive and willingness to constructively challenge conventional approaches to achieve the best planning outcomes for the community.</li> <li>» An influential decision maker in relation to significant issues with broad community impact.</li> <li>» Responsible for compliance with the Local Government Act 2020, Planning and Environment Act 1987 and other relevant legislation.</li> </ul>



## Required skills and competencies *(continued)*

<b>Specialist knowledge and skills</b>	<ul style="list-style-type: none"> <li>» In-depth understanding of legislative frameworks, principles and best practices in statutory planning.</li> <li>» Proven ability to develop and implement customer-focused planning and service delivery strategies.</li> </ul>
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>» Genuine passion for stakeholder engagement and consultation.</li> <li>» Strong ability to build relationships and influence a diverse range of stakeholders, including employees, volunteers, contractors, managers, executives, Councillors and external organisations.</li> <li>» Highly developed written, verbal and presentation skills, with the ability to convey complex information clearly.</li> <li>» Ability to actively listen and seek to understand different perspectives to inform strategy, policy and service development.</li> <li>» Demonstrated experience in stakeholder engagement, community consultation and fostering collaboration.</li> <li>» Critical thinking skills to assess planning issues and develop effective solutions.</li> <li>» Adaptability to shifting priorities and resilience in high-pressure situations.</li> </ul>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>» A Bachelor degree in urban planning, regional planning, or environmental science is essential; a Master degree is highly desirable.</li> <li>» Membership with a recognised professional planning organisation, such as the Planning Institute of Australia (PIA), is advantageous.</li> <li>» Extensive experience in statutory or urban planning within local government, with proven senior management capabilities.</li> <li>» Strong knowledge of the Planning and Environment Act 1987 and local planning schemes, with experience in processing planning applications.</li> </ul>





## Capability Framework Level 3: Expert

Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions.

### Project Management

Leading project management by strategically planning and coordinating projects, leveraging organisational knowledge to mitigate risks, ensuring stakeholder commitment, and prioritising effective governance to promote safe practices and manage resources effectively.

### Change

Creating a path through change involves championing continuous improvement for our business and community, aligning initiatives with the Council's future direction, driving the change management agenda, fostering a supportive climate for experimentation and innovation, building commitment to change initiatives, and critically assessing business cases for new technologies regarding their impact on equity, human rights and the environment.

### Communication

Effective communication entails clearly articulating complex concepts and presenting compelling arguments to diverse audiences while actively listening and responding with respect; speaking in an articulate and influential manner; stating facts and explaining their implications for the organisation and key stakeholders; promoting the organisation's position with authority and credibility across government, cross-jurisdictionally and beyond; and anticipating and addressing key interests of the audience while adapting communication style under pressure.

**Good  
governance**

Timely implementation of audit recommendations, effective governance frameworks must be established for the efficient application of technology, organisational compliance with information security policies, critical assessment of technology business cases to enhance efficiency and the establishment of robust policies and procedures for records and knowledge management to meet organisational requirements.

**Achievement**

Timely implementation of audit recommendations, effective governance frameworks must be established for the efficient application of technology, organisational compliance with information security policies, critical assessment of technology business cases to enhance efficiency and the establishment of robust policies and procedures for records and knowledge management to meet organisational requirements.

**Leadership  
Impact**

To shape a compelling vision for Stonnington's future, it's essential to align the organisational vision and strategic direction while fostering a culture of confidence and trust through transparency and timely communication of key messages; this includes generating enthusiasm and commitment to shared goals, ensuring that understanding cascades throughout the organisation, promoting appreciation for diverse people and experiences and cultivating a culture of recognition by celebrating successes and investing in future talent.



## Key working relationships

<b>Direct reports</b>	Coordinator Statutory Planning x3, Coordinator Planning Appeals, Coordinator Planning Investigations, Team Leader Planning Support, Planning Systems Administrator.
<b>Internal</b>	Chief Executive Officer, Executive Team, Senior Management, Coordinators, all other employees, Councillors.
<b>External</b>	State and Federal Governments, Statutory Authorities, Victoria Police, Regulators, Service Providers, Consultants, Contractors, Community Groups, Residents.

## What we are all responsible for

<b>Workplace health, safety and wellbeing</b>	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.
<b>Diversity, equity and inclusion</b>	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..
<b>Code of conduct</b>	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.
<b>Service Promises</b>	We Empathise – We are Responsive – We are Transparent – We are Consistent – We Follow Through
<b>Safeguarding children and young people</b>	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.
<b>Sustainability</b>	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

## To apply:

Visit: [stonnington.vic.gov.au/about/careers](https://stonnington.vic.gov.au/about/careers)

Your application should include:

1. A cover letter addressing motivation for applying, success profile attributes and capabilities
2. A complete and current CV

The closing date for applications is midnight **Sunday 11 May 2025**.

Receipt of your application will be acknowledged via email.

If you have support or access requirements, or would like to speak to someone about an alternative application processes, please contact Clarissa Boudou - Talent Acquisition Advisor at [peopleandculture@stonnington.vic.gov.au](mailto:peopleandculture@stonnington.vic.gov.au) or call 8290 1333.

We are a child safe and equal opportunity employer committed to an equitable, diverse and socially inclusive work environment and a positive, barrier-free recruitment process. We actively encourage applicants from an Aboriginal and Torres Strait Islander heritage, people living with disability, LGBTIQ+ and people from culturally diverse backgrounds to explore the opportunity of a career at the City of Stonnington.

