

POSITION TITLE:	Coordinator City Planning	CLASSIFICATION:	Band 8
REPORTS TO:	Manager City Planning	DIRECTORATE	Planning and Place
DEPARTMENT:	City Planning		

## OUR STRATEGIC CONTEXT



## PURPOSE

Our organisation is accountable, sustainable, and delivers effective services to our community.

## VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

## VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

## COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

## HOW YOUR ROLE CONTRIBUTES

The City Planning Coordinator plays a key role in leading one of three Statutory Planning teams, within the City Planning department. As an accomplished planning professional, you will help lead a multi-disciplinary team, supporting the delivery of high-quality planning outcomes which align with State and Local planning objectives, as well as community expectations.

The role reports to the Manager City Planning and operates within a high-functioning leadership team.

RESPONSIBILITIES	KEY OUTCOMES
Leadership and culture	<ul style="list-style-type: none"> <li>Provide strong and engaging leadership to a dedicated team of multi-disciplinary staff, to deliver a seamless statutory planning service which meets the needs of the community, business and customers</li> <li>Cultivate a strong, positive and constructive workplace culture where collaboration, innovation and achievement are valued and celebrated</li> <li>Undertake annual staff performance reviews, to reflect on success and identify and implement opportunities for professional growth</li> </ul>
Deliver quality planning outcomes	<ul style="list-style-type: none"> <li>Implement a detailed understanding of the legislative environment, principles and practices relating to Statutory Planning</li> <li>Actively contribute to the identification and review of innovative and practical planning solutions, as well as directions and priorities to enhance the future development of the municipality</li> <li>Support officers and manage resources to meet established key performance indicators</li> <li>Review planning applications and associated documents within relevant timeframes and delegation</li> <li>Utilise strong influential skills, the ability to negotiate productive outcomes and a keen political acumen</li> </ul>
Governance and Improvement	<ul style="list-style-type: none"> <li>Manage the unit's business functions including planning, reporting, business improvement, and performance obligations in the provision of a quality Statutory Planning service which represent sustainable value</li> <li>Facilitate and implement identified opportunities for improvement to process and service provision</li> </ul>

## Building relationships

- Build productive partnerships and networks with both internal and external stakeholders and other levels of government, striving to continuously improve best practice services which meet our corporate vision

## KEY WORKING RELATIONSHIPS



**Direct reports:** Multi-disciplinary team of Statutory Planning professionals

**Internal:** Manager City Planning, City Planning leadership team, internal referral departments

**External:** Stonnington community, permit applicants, objectors, external referral authorities, Department of Transport and Planning

## REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

## Accountability and extent of authority

- Extensive experience managing regulatory or specialist units, and making decisions that can significantly affect the community.
- Demonstrated experience developing and implementing policies, procedures and strategic plans with a broad scope of impact.
- Freedom to act is within the framework of organisational policies, statutory requirements, and legislation.

## Judgement and decision making

- High level of competence in solving complex problems at a local level that require innovative solutions, including development and adaptation of policies, methods and procedures.
- Ability to research and critically analyse a range of options to inform evidence based decision making, make recommendations and present papers to senior management and the executive team as required for review.

## Specialised knowledge and skills

- A thorough understanding of the Victorian planning legislation framework, the Victorian Planning Provisions, planning schemes and the ability to apply the relevant legislative framework.
- Demonstrated ability to apply mature judgement and to make decisions having regard to the requirements of the Stonnington Planning Scheme and Council's policies and objectives.
- A thorough understanding of Plan for Victoria, and the implications for the City of Stonnington.
- Demonstrated ability to use initiative and identify opportunities and initiatives that will enhance the land use planning of the municipality.
- Demonstrated ability to manage projects, coordinate consultants and work in multi disciplinary project teams.
- Proven capacity to write reports and make recommendations to Council in all town planning matters referred or delegated by the Manager City Planning including power to prepare and present Council's position to External Bodies.
- Ability to provide effective leadership and direction to statutory planning staff and attend and participate in regular staff meetings in a constructive and proactive manner.
- Demonstrated commitment to a planning approach, which addresses physical, social, economic and environmental issues in an integrated way.
- Extensive experience in statutory planning, including the assessment of complex planning permit applications
- Demonstrated experience making decisions that have a significant effect on service delivery giving consideration to the broader organisation and impact to the community

	<ul style="list-style-type: none"> <li>• Sound understanding of the legal, socio-economic and political context, specifically Councils long term goals including the Council Plan and it's values and aspirations to deliver effective outcomes</li> </ul>
Management Skills	<ul style="list-style-type: none"> <li>• Methodical and self-motivated manager capable of managing resources and priorities to deliver strategic, operational, and financial outcomes across a range of projects</li> <li>• An accomplished leader who champions change, and develops people to achieve their personal and organisational goals in a climate of quality, efficiency, and forward thinking</li> <li>• Excellent verbal and written communication skills including the ability to deliver presentations, prepare Council reports and papers, and external correspondence on behalf of Council as required.</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>• Demonstrated skills leading, motivating and developing team members to flourish and successfully achieve their individual and team goals.</li> <li>• Able to collaborate with external stakeholders and internal teams to address specialist issues by effectively communicating, building strong relationships, coordinating efforts across functions, and resolving cross-functional challenges efficiently.</li> <li>• Proficient in fostering positive relationships and facilitating effective communication to achieve organisational objectives and resolve problems.</li> </ul>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Degree or Diploma in Urban Planning or equivalent with several years' experience and eligible for corporate membership to the Planning Institute of Australia</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> <li>• Must possess a current Working with Children Check/Valid Police Check or be willing to obtain both prior to commencing employment</li> <li>• This role may be required to complete routine medical checks, undergo fit to work testing, update their police check as necessary, and maintain a current Working with Children Check to ensure compliance with organisational policies and safeguarding standards.</li> <li>• <b>Licensing and Background Checks:</b> Current Victorian driver's licence, ability to complete a satisfactory police check, and a current Working with Children Check (WWC).</li> </ul>

## WHAT WE ARE ALL RESPONSIBLE FOR



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.
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.
Service Promises:	We Empathise   We are Responsive   We are Transparent   We are Consistent   We Follow Through
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: