

POSITION TITLE:	Principal Planner	CLASSIFICATION:	Band 7
REPORTS TO:	Coordinator City Planning	DIRECTORATE	Planning and Place
DEPARTMENT:	City Planning		

OUR STRATEGIC CONTEXT



PURPOSE

Our organisation is accountable, sustainable, and delivering 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 Principal Planner provides high-level expertise and leadership within the City Planning Department, ensuring the delivery of high-quality planning outcomes that align with the organisation's strategic objectives and statutory responsibilities. This role supports the statutory planning team by providing specialist advice, mentoring and guidance, while driving process improvements to enhance efficiency, consistency and compliance.

The Principal Planner engages effectively with internal and external stakeholders, representing the Council in complex planning matters with professional integrity.

RESPONSIBILITIES	KEY OUTCOMES
Statutory planning functions	<ul style="list-style-type: none"> Implement the Statutory Planning functions of Council and provide an efficient, accurate and effective service to the community. Process complex permit applications within the statutory framework of State planning legislation to guarantee an efficient, high quality and professional planning service is provided.
Customer service	<ul style="list-style-type: none"> Provide professional and efficient analysis and advice on planning applications, planning scheme requirements and policies to the public and planning applicants.
Leadership	<ul style="list-style-type: none"> Provide mentoring and support to planning staff to build their technical capabilities and confidence, leading to more consistent and efficient planning assessments. Take a lead role in managing a diverse range of high profile projects which contribute positively to the development of a stronger, more viable City of Stonnington. Actively contribute to the development of an integrated and efficient streamlined development approvals system.

KEY WORKING RELATIONSHIPS



Direct reports: N/A

Internal: Manager City Planning, City Planning Coordinators, Planning Support, fellow town planners, relevant Council departments and subject matter experts

External: Members of the public, planning applicants, Victorian and Civil Administrative Tribunal, external authorities

REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> Policy Implementation & Compliance – Accountable for interpreting and applying internal policies, procedures, and relevant legislation, ensuring compliance with statutory obligations and industry standards. Stakeholder Engagement & Representation – Acts as a primary contact for internal and external stakeholders, including government agencies, community groups, and businesses, to facilitate collaboration and service improvements.
Judgement and decision making	<ul style="list-style-type: none"> Strong problem-solving skills, requiring the application of specialised methods, procedures, and processes developed from theory or precedent. This involves recognising when established techniques are not appropriate, with guidance not always available within the organisation. Proficient in assessing well-defined objectives and selecting appropriate methods or processes, while addressing complex issues through innovative solutions and ensuring decisions align with strategic objectives, maintaining accountability and transparency.
Specialised knowledge and skills	<ul style="list-style-type: none"> 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. 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. Extensive experience in statutory planning, including the assessment of complex planning permit applications
Management Skills	<ul style="list-style-type: none"> Strong skills in managing time, setting priorities, and planning and organising work effectively to achieve specific objectives within available resources and set timelines, even under conflicting pressures.
Interpersonal skills	<ul style="list-style-type: none"> Ability to gain cooperation and assistance from clients, the public, and colleagues, effectively motivating and developing team members in the administration of broadly defined activities. Proficient in liaising with counterparts in other organisations to discuss and resolve specialist problems, fostering collaboration and communication across different entities.
Qualifications and Experience	<ul style="list-style-type: none"> A tertiary qualification in Urban Planning or equivalent with several years' experience and eligible for corporate membership of the P.I.A. Extensive experience in statutory planning within local government that showcases applicable skills and knowledge. Strong understanding of the Victorian Planning Policy framework with awareness of current planning, development, economic, social and environmental issues and policy development. Technology savvy with well-developed PC skills and knowledge of the Microsoft Office suite of applications. Licensing and Background Checks: Current Victorian driver's licence (preferred) and ability to complete a satisfactory police check.

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: