

POSITION TITLE:	Senior Statutory Planner	CLASSIFICATION:	Band 6
REPORTS TO:	Coordinator City Planning	DIRECTORATE	Planning & 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 Senior Statutory Planner plays a vital role in the City of Stonnington, contributing to the delivery of high-quality planning outcomes in alignment with the organisation's strategic objectives and the statutory planning framework. This role enhances team performance through mentoring, guidance and collaboration, and streamlines processes to support efficiency and statutory compliance.

The Senior Planner engages effectively with internal and external stakeholders to build strong relationships and represents the Council in complex planning matters.

RESPONSIBILITIES	KEY OUTCOMES
Statutory planning functions	- 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	Provide professional and efficient analysis and advice on planning applications, planning scheme requirements and policies to the public and planning applicants.
Leadership	- Provide mentoring and support to junior 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 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	- Competence in providing specialist advice or regulating client interactions within established guidelines, with an understanding of the implications of decisions and the ability to navigate appeals or reviews by senior staff. - Authority to provide advice to planning customers and assess planning applications in accordance with the established policies and operational procedures for the Planning Services Department.
Judgement and decision making	- Utilise the relevant Planning Acts and Regulations to assess planning applications and make decisions based on their understanding and knowledge of project scope, and work. - Ability to assess well-defined objectives and select the most suitable methods, technologies, or processes from various alternatives, leveraging professional knowledge and experience. - Competence in tackling complex or technical issues that require innovative solutions, demonstrating originality and resourcefulness when faced with unfamiliar challenges. - Skill in seeking and incorporating guidance and advice from colleagues or experts, ensuring informed decision-making within the necessary timeframes.
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. - 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	- Proficient in planning and coordinating work activities for oneself to achieve specific goals and enhance overall team performance. - Proven capability to manage and complete multiple tasks with efficiency by setting priorities and having regard to statutory timelines and public expectations.
Interpersonal skills	- Developed aptitude to communicate statutory planning matters clearly and logically, particularly in a written report format and in the area of customer service. - Appreciation of the diversity of stakeholders in the planning process and experience in effective consultation and working cooperatively with these stakeholders. - 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. - Proficient in fostering positive relationships and facilitating effective communication to achieve organisational objectives and resolve problems.
Qualifications, Specialist knowledge and skills	- A tertiary qualification in Town Planning or equivalent and experience in Planning; or related qualification with substantial experience in Planning, along with eligibility for corporate membership of the P.I.A. - Demonstrated work experience in statutory planning that showcases applicable skills and knowledge.

- Sound 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.

Capability Framework: Level 2 Accomplished

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

Project Management	Develop skills in planning, executing, and overseeing projects by effectively managing resources, monitoring progress, and ensuring alignment with objectives and budgets for successful project completion.
Change	Drive organisational change by identifying opportunities for improvement, implementing new processes, and ensuring smooth transitions while engaging and supporting stakeholders.
Communication	Enhance communication skills to foster collaboration, clearly convey complex information, and effectively influence decisions while resolving conflicts and building strong relationships.
Good governance	Ensure adherence to policies, legal requirements, and ethical standards by making transparent, accountable decisions and mitigating risks through continuous evaluation and improvement.
Achievement	Achieve organizational goals by setting clear objectives, prioritizing tasks, and delivering results efficiently, while consistently striving for quality and continuous improvement
Leadership Impact	Lead teams by influencing strategic decisions, developing talent, fostering collaboration, and driving long-term organisational success through effective leadership and mentorship.

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: 20 November 2025