

POSITION TITLE:	Fast Track Planner	CLASSIFICATION:	Band 5
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 Fast Track Planner role 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 specialises in the processing and assessment of VicSmart and other planning applications in accordance with relevant Council policies, procedures and Planning Scheme provisions and within the relevant statutory timeframes.

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 VicSmart and other planning applications in accordance with relevant Council policies, procedures and planning scheme provisions. Provide advice and information on planning applications, planning scheme requirements and Council policies to the public and planning applicants. Work with other Council Units and external authorities when assessing applications.
Customer service	<ul style="list-style-type: none"> 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.

KEY WORKING RELATIONSHIPS



Direct reports: N/A

Internal: Manager City Planning, Coordinators City Planning, 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

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 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.
Management Skills	<ul style="list-style-type: none"> Ability to effectively manage time, set priorities, and organize tasks to meet objectives efficiently within available resources and deadlines. Strong understanding of personnel practices, including equal employment opportunity, occupational health and safety, and employee training and development. 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, including the VicSmart timeframes.
Interpersonal skills	<ul style="list-style-type: none"> Ability to work cooperatively with diverse groups, fostering a supportive environment and building strong relationships. Skilled in addressing issues and mediating conflicts, promoting positive outcomes and mutual understanding.
Qualifications, Specialist knowledge and skills	<ul style="list-style-type: none"> A tertiary qualification in Town Planning or equivalent and some 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. Hold a 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, with knowledge of the Microsoft Office suite of applications. Background Checks: 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:

July 2025