

POSITION TITLE:	Student Planner – City Planning	CLASSIFICATION:	75% of Band 5a
REPORTS TO:	Coordinator 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

Develop your experience and practical knowledge as a Local Government statutory planning professional.

Actively contribute to the assessment of live planning applications, support a skilled and dynamic team of planning professionals in delivering quality planning outcomes in the City of Stonnington.

Provide professional and accurate customer service to Stonnington residents, business owners/operators and community about planning matters.

RESPONSIBILITIES	KEY OUTCOMES
Workload management	<ul style="list-style-type: none"> <li>Assist with the preparation of all aspects of processing planning applications, having regard to relevant Council policy and planning scheme provisions.</li> <li>Effectively manage a caseload of live minor permit applications, amendments, extension of time and general enquiry requests.</li> <li>Prepare formal documentation including letters, referrals, reports and permits.</li> <li>Keep accurate and orderly electronic files and records in line with Council policy.</li> </ul>
Support Statutory Planning Officers	<ul style="list-style-type: none"> <li>Attend meetings with Council Planners, permit applicants and objectors to gain exposure and experience with real world planning matters.</li> <li>Contribute to internal discussions regarding current planning matters with a view to solving problems, achieving compliance with policy and meeting community expectations.</li> </ul> <p>Undertake site inspections with Council Planners to assist with the assessment of planning applications.</p>
Customer Service	<ul style="list-style-type: none"> <li>Clearly convey information regarding planning applications, amendments, planning scheme requirements and Council policies to the community and applicants via phone, counter and written enquiries.</li> <li>Respond to general enquiries with a high level of professionalism, accuracy and timeliness.</li> </ul>

## KEY WORKING RELATIONSHIPS

**Direct reports:** Nil**Internal:** City Planning teams, City Growth teams, internal planning referrals**External:** Stonnington community, external planning referrals

## REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> <li>Competence in providing basic advice or regulating basic client interactions within established guidelines, with some understanding of the implications of decisions</li> </ul>
Judgement and decision making	<ul style="list-style-type: none"> <li>Skill in seeking and incorporating guidance and advice from colleagues or experts, ensuring informed decision-making within the necessary timeframes.</li> </ul>
Specialised knowledge and skills	<ul style="list-style-type: none"> <li>An understanding of planning theory and principles, Acts (including the Planning and Environment Act 1987) and Regulations, policy research, preparation and analysis of land use and built form policies and processes for planning scheme amendments and planning applications.</li> <li></li> </ul>
Management Skills	<ul style="list-style-type: none"> <li>Effective time management skills and a demonstrated ability to manage competing demands in a high-pressure environment.</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>A collaborative working style and genuine desire to positively contribute to a team.</li> <li>Excellent verbal and written communication skills, initiative, strong problem-solving skills and confidence to successfully manage challenging situations.</li> <li>Co-operative attitude with the ability to manage customer enquiries efficiently and in a courteous manner.</li> </ul>
Qualifications and Experience	<ul style="list-style-type: none"> <li>Substantial completion of a tertiary qualification in Urban Planning or related field.</li> <li>Well-developed IT skills, with working knowledge of the Microsoft Office Suite, and exposure to GIS Mapping technologies and design programs.</li> <li>Must possess a current Valid Police Check or be willing to obtain both prior to commencing employment</li> </ul>

## 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

**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:** August 2026