

**JOB TITLE**  
Planning Investigations Officer

**CLASSIFICATION**  
Band 6

**REPORTS TO**  
Coordinator Planning Investigations

## WHAT WE TRUST YOU TO DELIVER



- Deliver a quality and customer centric Planning Investigation service for The City of Stonnington which champions improved safety and amenity of the municipality, its residents and visitors, during normal business hours and on evenings and weekends.
- Provide professional and competent planning investigation advice to customers, council officers and relevant authorities.
- Undertake investigations of complaints and proactively manage cases (including the resolution of conflicts) for the benefit of the Stonnington Community.
- Effectively manage and investigate multiple planning matters to enforce the Stonnington Planning Scheme and ensure compliance with Planning Permits and the Planning and Environment Act 1987.
- Contribute to the improved safety and amenity of the municipality and its residents and visitors and also for a contribution to the overall performance of the Statutory Planning Unit.

## WHAT YOU'LL NEED TO THRIVE



- Demonstrated ability to effectively and competently manage complex planning investigation cases, including landscaping, development and land use matters.
- Understanding the importance of maintain accurate and timely records, including planning investigation reports.
- Undertaking proactive planning inspections and audits to ensure compliance with Planning Permits.
- Identifying and substantiating breaches, interviewing witnesses and alleged offenders to progress and complete investigations.
- Accurately prepare and issue Notices, make enforcement order applications to VCAT and file proceedings at the Magistrates Court.
- Attendance at VCAT and Magistrates' Court hearings and proceedings and provision and submission of a high standard of verbal, expert and physical evidence to achieve successful outcomes.
- Well-developed interpersonal and communication skills with a commitment to providing quality customer service
- Ability and desire to provide support to team members and positively contribute to the team culture
- Excellent analytical and problem resolution skills and proven ability to troubleshoot, identify and solve issues with a view to developing recommendations
- Tertiary Qualification in Municipal / Planning / Building Law and /or experience in the enforcement of Planning Legislation

## WHAT WE'LL DO TO SUPPORT YOU



- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- Commit to your long term growth and career development.
- Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

## WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE


**VISION** Council will be an inclusive, healthy, creative, sustainable and smart community

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

## OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Project Management	Change	Communication	Good Governance	Achievement
LEVEL	2	2	2	2	2
CAPABILITY	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
LEVEL	2	2	2	2	2