Position Description

POSITION TITLE:	Urban Planner
POSITION NO:	1146
DIRECTORATE:	Planning & Environment Services
DEPARTMENT:	City Development
SECTION:	City Planning
CLASSIFICATION:	Band 5
LOCATION:	Municipal offices, Footscray
DATE:	April 2026

ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator City Planning

Supervises: Nil

Internal Liaisons: Manager City Development, Coordinator Urban Planning, all Council employees.

External Liaisons: Government departments and agencies, other municipalities, service providers, developers, professional consultants, Victorian Civil and Administrative Tribunal and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

- Provide specialist urban planning advice to external clients involved in the development approval processes, particularly with regards to VicSmart planning applications.
- To be the primary liaison between Council's City Planning and Economic Development Teams regarding business concierge enquiries.
- To provide prompt and efficient administrative support to the City Planning department, including through the lodgment of planning permit applications and maintenance of accurate records.
- To work effectively in a team environment and develop a knowledge of systems, policies and procedures related to all aspects of the City Planning department to enable a multi-skilled approach to fulfill the administration and support requirements of the department.

DUTIES AND RESPONSIBILITIES

Statutory Planning (Primary Responsibility)

- Process a range of planning applications (including VicSmart and subdivisions), applications to amend planning permits, requests for extension of time for permits and general enquiries.
- Provide efficient and effective advice to Council's Business Concierge Officer regarding new small business applications.
- Assist Council's Business Concierge Officer in meetings for prospective new business applications, including providing written advice when necessary.
- Assess report and consent applications under the Building Regulations.
- Provide clear and technical advice to applicants, the public, Council and other bodies in regard to statutory planning matters.
- Conduct pre-application meetings for prospective planning applicants or sites.
- Facilitate quality developments that meet Council's policy objectives.
- Prepare reports and recommendations on applications and when required prepare submissions and present at the Victorian Civil Administrative Tribunal.
- Arrange and attend meetings concerning planning applications and projects and provide advice and directions to facilitate the planning process in a responsible manner.
- Under guidance from the Coordinator City Planning, organise and conduct public consultation for planning proposals.
- Participate in job training for the purpose of gaining knowledge and experience in dealing with planning matters.
- Assist with planning projects including cross branch teams established within the Council organisation.

Administration (Secondary Responsibility)

- Undertake all administrative tasks and processes involved in processing planning applications and provide support to the City Planning Department.
- Conduct general administrative, office and other clerical duties.
- Assist with the organisation of meetings and public forums.
- Prompt lodgement of all applications, objections and general queries within a specified timeframe as directed.
- Manage Council files, including file creation (i.e branch specific files), scanning documents, filing, retrieval, ongoing maintenance and uploading on Trim (electronic document manager).
- Assist with archiving historical files, which may include scanning and/or boxing of files.
- Type correspondence, reports, other documents and prepare, distribute and collect mail, as required.
- Provide support, which may include photocopying and/or other similar clerical duties, regarding management of planning appeals through the Victorian Civil and Administrative Tribunal.
- Accepting payment of fees and invoicing to customers and applicants.

Teamwork and Customer Service

- Cooperate with other team members and assist the Manager and Coordinator, as required.
- Attend and participate in regular staff meetings in a constructive manner.
- Contribute towards the culture of continuous improvement within the team.
- Provide a high standard of customer service and take a proactive approach to customer service.
- Respond to customer service inquiries, at the public counter, onsite, via telephone and by correspondence.

Continuous Improvement

- Review, identify and implement improvements to the City Planning processes to achieve quality outcomes.
- Attend, participate and keep minutes for staff meetings in a constructive manner.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and frequent prior consultation.

JUDGEMENT AND DECISION MAKING

- Ability to work unsupervised, analyse situations and independently make decisions, and guide other staff members to relevant policies and procedures.
- Use previously acquired experience and knowledge to select within a wide range of methods, processes or equipment, the post appropriate to creatively solve problems and meet well defined objectives.
- Exercise judgement and autonomy to make decisions based on knowledge of department and organisational goals and objectives for routine matters.
- For more complex matters not covered within policy and guidelines, advice should be sought from supervisor or more senior employees.
- Guidance and advice from supervisor and other Council employees would usually be available within the time required to make a decision.
- Exercise discretion and confidentiality whilst performing assigned duties.

SPECIALIST SKILLS AND KNOWLEDGE

- Ability to use technology and systems relevant to the role and follow policies, procedures, processes and precedents relevant to the team.
- Understanding of the role and function of the team, senior staff to whom support is provided and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to perform the role.

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Knowledge and ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long-term goals of the team and their alignment with Council's objectives.

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team-based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Tertiary qualification in town planning or related discipline.
- Describe relevant experience required
- Current Victorian Drivers Licence.
- Current Working with Children Check.
- No relevant criminal record found in a Police Check.

Desirable:

- Experience is Local Government

KEY SELECTION CRITERIA.

- Mandatory qualifications and experience as listed above.
- A thorough knowledge of the Victorian planning legislation framework, the Victoria Planning Provisions, planning schemes, the requirements of ResCode and the requirements of VicSmart.
- Proven capacity, skills and relevant experience in working with an administrative team environment to manage a high demanding workload, undertake a variety of tasks and achieve common goals.
- Advanced written and verbal skills with the ability to write concise reports.
- Capacity to manage time effectively, identify workload priorities, meet deadlines in particularly ensuring decisions are made within the statutory timeframes.
- Competent conflict resolution skills.
- Well-developed customer service ethic and strong commitment to improving service delivery.
- Demonstrated experience in the use of Microsoft Office, Adobe Pro, databases and electronic document management. Knowledge of the Authority and HP9 (TRIM) systems would be highly regarded.

Position Description

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: ..... Date: …….

Manager/
Coordinator:..... Date: …….