



Position Details

Position title:	Senior Urban Planner
Award Classification:	Band 6
Department:	Building and Planning Services
Division:	City Development
Date Approved:	6 July 2026
Approved By:	Manager Building and Planning Services

Organisational Relationships:

Reports To:	Statutory Planning Coordinator
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Provide effective statutory planning services with a focus on the responsible administration of the Port Phillip Planning Scheme.
- Provide efficient and effective analytical assessment of planning applications.
- Ensure recommendations and decisions comply with legislative requirements.
- Provide high quality customer service to all enquiries and promote positive interactions with service users.
- To ensure that appropriate attention is given to the public functions of the office and be cognisant with Council's role as a public body under the *Local Government Act 2020*.



Key Responsibilities and Duties

- Undertake processing of planning permit applications in accordance with the Port Phillip Planning Scheme and the *Planning and Environment Act 1987*, including critically evaluating and reporting on applications (often significant and/or sensitive development proposals) and advising of conditions or grounds which should be part of the decision.
- Provide high standard of decision making in relation to Council's planning responsibilities (timely, accurate, thorough and professional advice and analysis) and provide advice to other planners on complex matters.
- Make decisions as a key Delegated Officer in accordance with the Delegation Manual.
- Develop a professional partnership and high levels of communication with key stakeholders on all planning issues.
- Provide customer service and advice to preferred planning and development directions based on adopted amendments, strategies and policies.
- Professional representations on behalf of Statutory Planning including attendance at Council meetings, Neighbourhood Forums and the Victorian Civil and Administrative Tribunal (VCAT). Liaise with other Council departments.

Accountability and Extent of Authority

- The position acts independently under the guidance of the Statutory Planning Coordinator.
- Act as a delegate for Council in decision making under delegated authority in an efficient and timely manner.

Judgement and Decision Making

- Required to solve specialist day-to-day statutory planning problems in accordance with legislative parameters and internal policies/procedures with methods, procedures and processes developed from theory or precedent. Problem solving may involve the application of previous experience to new situations.
- Ability to make recommendations amongst competing interests and analyse proposals and use processes that result in an effective decision.
- Referral of documentation to other appropriate departments and bodies as per procedure and delegation.
- Act as a delegate in accordance with the Schedule of Delegation.
- Assist the manager in ensuring the maintenance of all appropriate systems within the department for the administration and enforcement of the *Planning and Environment Act 1987* and the Port Phillip Planning Scheme.

Specialist Skills and Knowledge

- Sound analytical research and investigative skills.
- An understanding of the underlying principles of urban planning, the planning system



and legislation and their application at the Local Government level.

- General knowledge of interpreting planning and related legislation, regulations and processes and the ability to effectively communicate and apply information about them.
- An understanding of heritage, urban conservation, urban design and environmental planning principles.
- Confident negotiation and conflict resolution skills.
- Developed skills in report writing and the preparation of external correspondence.
- Administrative and computer application skills: programs applicable to statutory planning and the City of Port Phillip.

Management Skills

- Ability to set priorities and organise, assign and monitor work to meet the required outputs and timelines.
- Ability to critically analyse and proactively improve systems and processes.
- Highly developed time management and planning skills.

Interpersonal Skills

- Highly developed communication skills (written and oral).
- Confidence in speaking in a diverse range of public and internal forums.
- The ability to gain the cooperation of coworkers, applicants and the public to achieve acceptable solutions to difficult planning problems in a friendly and cooperative manner.
- Proven ability to develop and encourage a team spirit.
- A sound understanding of customer service principles and effective means of delivery.
- Advanced negotiation, conflict resolution and problem solving skills.
- Confidence in decision making and interpretation.
- Ability to cope with uncertainty and display flexibility in response to dynamic situations.

Qualifications and Experience

- Tertiary qualification in Urban Planning / Urban Studies / Environmental Planning or a closely related field.
- Demonstrated experience delivering effective results in a Statutory Planning role, preferably with Local Government experience.



Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the *Occupational Health and Safety Act 2004*. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

Key Selection Criteria

- Tertiary qualification in (or substantial completion of) Town Planning / Urban Studies / Environmental Planning or a closely related field together with several years' experience in a similar role.
- Experience in a Statutory Planning role, preferably with Local Government and VCAT experience.



- Demonstrated experience in assessing planning applications within the context of relevant Acts, regulations, Planning Scheme provisions and planning and related policies.
- High level skills in report writing and external correspondence and being able to explain complex planning issues with members of the public.
- Proven ability to set priorities and organise the work required to achieve expected timelines and outcomes.
- Ability to work in a team environment to analyse and proactively improve systems and processes and communicate this process to members of the team.
- Commitment to high quality customer service.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.