

POSITION DESCRIPTION

Position Title:	Strategic Planner		
Classification:	Band 5	Status	Full time ongoing
Group:	Community and Planning	Business Unit:	Planning and Design
Reports to:	Coordinator of Planning Strategy and Urban Desing		
Direct Reports	No	Date:	October 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behavior's ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- To contribute to the administration of the Cardinia Planning Scheme and to contribute to the development and implementation of an integrated strategic planning framework for Cardinia Shire.
- To assist and ensure Council's strategic policies and strategies integrate economic, social and environmental considerations consistent with Local and State policies
- To assist the Planning Strategy and Urban Design team in achieving soundly based and sustainable outcomes for the natural and built environment and wellbeing of the community in the Cardinia Shire

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Assist in the preparation and processing of planning scheme amendments, including representing Council at panel hearings under the supervision of senior team members.
- Assist in the preparation and presentation of information to Executive Leadership Team and Council.
- Undertake strategic planning projects by assisting with research on strategic issues, drafting of reports and collation of data.
- Assist Strategic Planners in undertaking consultation with internal and external stakeholders in relation to strategic planning projects and planning scheme amendments by attending meetings to document discussions where required.

- Provide information and advice in response to telephone and counter enquiries on strategic planning matters.
- Prepare responses to written enquiries on strategic planning matters under the guidance of Strategic Planners within the team.
- Provide assistance and advice to other Council business units or service providers on strategic planning matters under the guidance of Strategic Planners within the Team.
- Provide assistance and support to Strategic Planners and Management including organising meetings, or other duties as appropriate.
- Assist with administrative activities associated with the operation of the unit as required.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Councils financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The work is performed within specific guidelines, policies and procedures under general supervision, with frequent consultation with supervisor.
- Decisions and actions taken are subject to review by the supervisor.
- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Make operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes

JUDGMENT AND DECISION MAKING

- Objectives of the work usually well defined, but method, technology, process or equipment must be selected from a range of available alternatives.
- Guidance and advice will usually be available within a time to make a decision.
- May involve problem solving using guidelines, professional/technical knowledge or experience.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to develop and maintain effective relationships with a diverse range of stakeholders to achieve desired outcomes.
- Ability to research and analyse information and prepare reports for consideration.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and an understanding of the legal and political context in which it operates.

INTERPERSONAL SKILLS

- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to work independently yet be an effective member of a multidisciplinary team.
- Ability to gain the cooperation, assistance and trust of other employees with the organisation.
- Provide high-quality support and guidance with a demonstrated ability to work collaboratively.

- Proven ability to build and maintain productive and respectful relationships.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to employees.

MANAGEMENT SKILLS

- Time management and ability to manage own time.
- Setting priorities and achieve targets
- Ability to work independently
- Ability to ensure accuracy of written and verbal communication in a busy environment.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practices and processes.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications (degree or diploma) in related field, industry qualification and/or equivalent experience in a comparable environment.
- Strategic Planning experience is desirable
- Communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Customer service experience in a relevant organisation
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- A tertiary qualification in planning or a related discipline.
- Well-developed written, communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to effectively plan, organise and manage your own time and workload including achieving specific outcomes within set timeframes against conflicting priorities.
- Ability to research information from a variety of sources and collate and present data in a meaningful way.
- Able to make sound decisions based on experience and good judgement. General knowledge of planning and related legislation and ability to interpret and apply planning schemes, policies, legislation and regulations.
- General knowledge of broad urban planning issues found in Melbourne's south-eastern region, and issues facing Growth Areas and Green Wedge areas.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.
- Customer service skills, with a strong desire to provide helpful and accurate advice and assistance to the community.
- Ability to embrace the Cardinia values Framework

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full-time on-going position.

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new



employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.

