



POSITION DESCRIPTION –

Position Title	Principal Statutory Planner	Classification	Band 7
Group	Community and Planning Services	Business Unit	Planning and Design
Direct Reports	Nil	Date	May 2026
Reports to	Coordinator Statutory Planning		

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 supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive, and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

POSITION OBJECTIVES

- Provide expert statutory planning advice and facilitate economic growth within Cardinia Shire.
- To contribute to the development and implementation of an integrated strategic planning framework for the Cardinia Shire.
- To achieve soundly based and sustainable outcomes for the natural and built environment and wellbeing of the community in the Cardinia Shire.
- Establish strong working relationship with the Economic Development team to support growth and development within Cardinia Shire

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Coordinate large statutory planning projects to support the delivery of a sustainable economic future for residents of Cardinia Shire.
- Prepare and present submissions to the Victorian Civil and Administrative Tribunal in relation to applications for the review of a decision.
- Coordinate multi-disciplinary consultant teams, including ensuring quality of outputs and their integration with other components of projects.
- Support the Coordinator of Statutory Planning in the leadership and management of the team, including mentoring and training staff and the delivery of service improvements.
- Consult with internal and external stakeholders in relation to Statutory planning projects and development applications.
- Support the Coordinator of the Statutory Planning and Economic Development teams to negotiate outcomes with government agencies, infrastructure service providers and developers.

- Establish and maintain links with government agencies, infrastructure service providers, community organisations and business with an interest in Statutory planning activities.
- Provide information and advice in response to telephone and counter enquiries on statutory planning matters.
- Prepare responses to written enquiries on statutory planning matters.
- Provide assistance and advice to other Council business units or service providers on statutory planning matters.
- Provide assistance and support to management including briefings on issues, organising meetings, or other duties as appropriate.
- Assist with administrative activities associated with the operation of the unit.

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.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for ensuring that all relevant legislation, policies, strategies and other matters are taken into consideration in making or recommending a decision or providing advice.
- In positions where the prime responsibility is for resource management the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is for Specialist Advice or Regulate Clients the freedom to act is subject to professional and regulatory review.
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
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- Position may have an input into policy development. The work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement.
- These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent.
- Guidance is not always available within the organisation.
- Work involves the application of improvement suggestions, recommendations and problem solving.

SPECIALIST KNOWLEDGE AND SKILLS

- Proficiency in the application of a theoretical or scientific discipline - in search of solutions to new problems/opportunities.
- Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Demonstrate specialised analytical and problem-solving skills.
- Possess comprehensive working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of broadly defined activities
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems
- Ability to motivate and develop employees
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- 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 staff.

MANAGEMENT SKILLS

- Ability to coach, guide and mentor team members to ensure effective and efficient service delivery.
- These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through the coaching and mentorship of team members.
- Able to implement personnel policies and practices including awards, EEO and OH&S policies, recruitment and selection procedures and techniques, position descriptions and staff development schemes
- Influence a collaborative and innovative values-based culture.
- Foster innovation and improves work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Tertiary degree in Urban Planning or a related discipline with several years subsequent relevant experience
- Leadership capability
- Experience mentoring and developing a team of diverse professionals.
- Accomplished report writing, with a strong attention to detail.
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- In-depth understanding of emerging statutory planning trends and legislative changes
- Able to work independently and make sound decisions based on experience and good judgement.
- Extensive knowledge and experience of Statutory Planning and relevant acts and regulations.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

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 maximum term 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.