

POSITION DESCRIPTION

Position Title	Principal Strategic Planner	Classification	Band 7
Directorate	Community & Planning	Department	Planning Strategy and Urban Design
Direct Reports	Senior/Strategic Planner	Date	July 2026
Reports to	Coordinator, Planning Strategy and Urban Design		

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

- To provide leadership and mentoring of staff in Planning Strategy and Urban Design.
- To administer the Cardinia Planning Scheme and contribute to the development and implementation of an integrated strategic planning framework for Cardinia Shire.
- Ensure Council's strategic policies and strategies integrate economic, social and environmental considerations consistent with Local and State policy. To contribute to the effective and efficient management of the use, development and protection of land in Cardinia Shire
- To achieve soundly based and sustainable outcomes for the natural and built environment and wellbeing of the community in Cardinia Shire.
- To provide strategic planning advice and input into cross-council projects.
- To provide expert strategic planning advice to the Councillors, the Community and Planning Directorate and the broader Organisation.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Plan, manage, implement, monitor and review complex land use planning projects ensuring expected outcomes, budget and timeframes are met. This may require managing external consultants and preparing contracts, service agreements, grant applications and funding arrangements.
- Provide leadership and mentoring to staff in the Unit. This may include formal and informal mentoring, providing day-to-day advice, assisting with projects and acting in higher duties where the opportunity arises.

- Prepare and process planning scheme amendments, including the management of complex planning scheme amendments, Environmental Effects Statements and combined planning scheme amendment / planning permit applications.
- Develop and review local planning policies, strategies and studies.
- Contribute to the ongoing review of the Cardinia Planning Scheme, particularly the effectiveness of statutory controls.
- Review and respond to state planning initiatives including the review of policies, legislation and the Victorian Planning Provisions.
- Undertake consultation with internal and external stakeholders in relation to planning projects and planning scheme amendments.
- Provide expert information and advice in response to written enquiries, telephone and counter enquiries on planning matters.
- Represent Council at VCAT hearings and panel hearings.
- Attend Council meetings and briefings as required and ensure Council resolutions are implemented.

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.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- 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

- Supervise and manage the day-to-day operations of the Planning Strategy function.
- Accountability for the quality, accuracy and effectiveness of the Planning Strategy function.
- 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.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage business unit operational budget within set parameters and delegation of authority.
- Position has 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.
- In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made

SPECIALIST KNOWLEDGE AND SKILLS

- Experience in managing and delivering employee lifecycle support and initiatives.
- 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.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures.
- 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 lead a team 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 regular coaching with direct reports, and role modelling shared leadership.
- 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
- Expected to develop and implement long term staffing strategies
- Lead and influence a collaborative and innovative values-based culture.
- Foster innovation and improves work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma with several years subsequent relevant experience OR lesser formal qualifications and extensive experience.
- Leadership capability and demonstrated management experience.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- Financial acumen and the ability to manage business unit budgets effectively.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work independently and make sound decisions based on experience and good judgement.
- Extensive knowledge and experience of planning policies, procedures and relevant acts and regulations.
- Proven experience in a supervisory role.
- 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 ongoing 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.