

POSITION DESCRIPTION

Position Title	Coordinator Growth Area Planning & Subdivisions	Classification	Band 8
Directorate	Community & Planning	Department	Planning & Growth
Direct Reports	Growth Area Planners & Subdivision Officers	Date	October 2026
Reports to	Manager Planning & Growth		

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 coordinate the implementation of strategic plans including Precinct Structure Plans for Cardinia's growth areas.
- To effectively manage all applications for subdivision in accordance with the Subdivision Act.
- To contribute to the effective and efficient management of the subdivision, use and development of land in the municipality, predominantly focusing on land within the Cardinia Urban Growth Area.
- To provide expert statutory planning advice and support to Council, senior management, and business unit customers.
- To develop and maintain relationships with key stakeholders to facilitate implementation of strategic plans for Cardinia's growth areas.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Coordinate and manage the Developing Cardinia Program (MOU Program).
- Lead a statutory planning team that processes and implements a variety of planning permit applications for subdivision, use and development within Urban Growth Areas.
- Lead a subdivisions team that processes Certification and Statement of Compliance across the Shire.
- Coordinate the implementation of Precinct Structure Plans and achieve consistent and best practice decision making.
- Provide statutory planning input to the preparation and review of PSPs, DCPs, Planning

Scheme Amendments and UDFs (including planning scheme schedules) in the Urban Growth Area.

- Establish and maintain links with government agencies, infrastructure service providers, community organisations and businesses with an interest in growth area planning.
- Provide technical information and advice in response to growth area planning matters.
- Provide assistance and support to management and Councillors, including briefings on issues, and other matters as appropriate.

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

- The quality of decisions, advice, and work completed will have a significant impact on Council and the community.
- Responsible for ensuring that tasks are dealt with in a timely and efficient manner.
- 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.
- Independence to make decisions in accordance with Councils policies and guidelines
- Responsible for ensuring the accuracy and quality of work produced.
- Authority to sign documents and within the extent of delegation provided by Council.
- Recommendations, advice, and decisions may be subject to review by more senior officers.

JUDGMENT AND DECISION MAKING

- A high level of judgement and autonomy is required.
- The form of the outputs may not be clearly defined, although there are guidelines for some types of growth area planning projects which must be addressed.
- The process and/or tasks are generally undefined, with processes and procedures for resolution requiring liaison with multiple stakeholders to establish what is required and negotiation/collaboration to reach an outcome that satisfies all parties.
- The tasks often involve issues requiring the specialist application of professional or technical knowledge, experience, policy or guidelines and precedent.
- The position requires judgement and decision making skills about what is a reasonable outcome for Council, particularly in terms of the assets and liabilities being created through urban development, the planning scheme controls that are required to manage these issues and in negotiations with developers.
- The ability to make decisions confidently and independently, where guidance and advice is not available within the timeframe to recommend a decision or provide advice.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to research, analyse and evaluate information, and prepare concise reports and recommendations.
- Ability to negotiate and/or provide solutions to complex problems or issues.
- Well-developed knowledge and understanding of social, economic, environmental, and political context of planning issues.
- Thorough knowledge and understanding of planning processes including precinct structure planning and planning related legislation.
- Knowledge of economic issues affecting growth area development, including factors influencing investment and employment delivery.
- Strong project management skills, particularly process design, project planning, task sequencing and consultant management.
- Ability to adapt/respond to a changing policy and legislative context, as well as changing stakeholder needs.
- Knowledge of corporate values, objective, and strategies, and how the position and department contribute to achieving these.
- Knowledge and skills in the use of the Microsoft Office software packages.

INTERPERSONAL SKILLS

- Ability to communicate information and advice clearly and concisely in both a written and verbal form.
- Demonstrated ability to gain co-operation and assistance from others, to persuade, convince and negotiate with clients, employees, panels, tribunals, and advisory committees.
- Demonstrated ability to develop and maintain relationships with key stakeholders.
- Demonstrated ability to influence key stakeholders.
- Demonstrated ability to discuss and resolve issues of conflict.
- Demonstrated ability to lead, motivate and develop other employees.
- Demonstrated ability to work effectively as part of a team.

MANAGEMENT SKILLS

- Ability to effectively plan, organise and manage your own time and workload.
- Strong time management skills and the ability to achieve specific outcomes within set timeframes against conflicting priorities.
- The role requires the exercising of management skills to achieve goals and objectives set out consistent with growth area policy documents and consistent with broader council objectives
- Demonstrated ability to act proactively to avoid/mitigate issues.
- Demonstrated ability to work with no or minimum supervision.
- Demonstrated ability to work effectively cross-organisationally.
- Ability to set up and evaluate systems and/or processes cross-organisationally, with a range of complex stakeholders.
- Ability to embrace the Cardinia Values Framework.

QUALIFICATIONS AND EXPERIENCE

- Degree or diploma with relevant experience in Town Planning.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Experience in working in a complex, multi-disciplinary organisation.
- 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.

- Leadership, authority, direction and expertise on policy, strategy, goals and projects within area of responsibility.
- Able to work independently and make sound decisions based on experience and good judgement.
- Extensive knowledge and experience in growth area planning and subdivisions.
- Ability to deal with concerns effectively, diplomatically, and confidentially.

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.