



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Principal Urban Planner	Level	9
Business Unit	Planning Services	Position Number	01313, 00122
Directorate	Planning and Community Development	Date Established	March 2024
Reporting to	Manager Planning Services	Date Updated	February 2025

2. KEY OBJECTIVES

- Provide specialist technical advice and input on complex planning matters to ensure quality outcome are achieved in accordance with all statutory and legislative requirements and timeframes, the City's planning framework and Strategic Community Plan.
- Demonstrate consistency in decision making and a high level of understanding of the City's planning framework.
- Lead complex planning and process improvement projects and initiatives, including project planning, implementation, management, and reporting.
- Provide leadership to employees and drive a culture of collaboration, knowledge sharing, best practice, and innovation.

3. KEY ACCOUNTABILITIES

- Coordinate and undertake the assessment and processing of complex planning proposals, including writing and reviewing reports, to ensure they are accurate, consistent with the City's planning framework and meet all relevant statutory obligations.
- Exercise a high degree of judgement, initiative and confidentiality when assessing applications and investigating planning matters within clearly established procedures and guidelines.
- Provide accurate and timely planning advice, information, and decisions in accordance with the City's protocols, procedures, and relevant legislation.
- Ensure the capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols, and practices.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and activity support the City's safety systems.
- Ensure a high level of customer service to internal and external customers in accordance with the City's Customer Service Charter.
- Actively lead projects and initiatives and ensure the achievement of project milestones and budgets in accordance with the Project Management Framework and Community Consultation Engagement requirements.

4. **KEY ACTIVITIES**

ACTIVITIES

Outcome: Planning

- Research assessment and investigation of complex planning proposals and matters, including preparing responses or providing information for a range of stakeholders including the general community, applicants, other business units, Elected Members, Members of Parliament, and others on matters.
- Lead negotiations with applicants, consultants, and stakeholders to achieve quality planning outcomes that align with the expectations set by the City's planning framework.
- Preparation of written correspondence and reports to a variety of stakeholders including Council, Western Australian Planning Commission, Development Assessment Panel and Joondalup Design Review Panel.
- Monitor the implementation of the City's planning framework.
- Oversee the assessment and investigation of planning proposals and matters by other staff to ensure consistency and alignment with the relevant requirements.
- Liaise with the general community and applicants to provide information of a complex nature, resolve customer concerns, and facilitate positive planning outcomes.
- Provide technical advice and support to the City's Executive Leadership and Management Teams and other staff.
- Provide direction to the City's solicitors regarding planning related legal matters and preparation of legal documents and attend the State Administrative Tribunal or court when required.
- Represent the City in key stakeholder meetings including with Government agencies, landowners, developers and service providers.
- Perform other duties within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: Leadership

- Provide coaching and mentoring to other staff within the business unit to increase their capability and technical knowledge, and ability to deliver a customer focussed quality planning assessment and advice service to all customers.
- Proactively build positive and collaborative working relationships (internal and external) to assist with resolution of complex planning matters.
- Ensure an open exchange of ideas and information and facilitate cooperative teamwork both within the sub-unit and across the City.
- Develop and maintain strategic working relationships with government agencies, developers, and consultants.
- Provide input on employee performance as necessary, including participation in the City's Performance Appraisal process.

Outcome: Project Management, Process Improvement and Change Management

- Regularly review and audit the service levels and output of the team in collaboration with the Coordinator Planning Approvals and Coordinator Urban Design and Policy and implement necessary changes to ensure accuracy in the interpretation and application of the planning framework, and consistency in decision making.
- Identify and act on opportunities for improvement to procedures, process approaches, services or systems that will increase efficiency, improve service delivery or customer service.
- Develop and regularly update the City's planning processes.
- Lead implementation of planning reform initiatives, including developing and implementing project and communications plans, updating processes and assessment sheets and staff training.
- Project management including concept and scoping of planning and operational projects,

estimating and budgeting, development of project plans, project monitoring and maintaining relevant project and corporate reporting documentation and systems.

- Coordinate the management and delivery of assigned projects.
- Develop and implement staff training on process and other improvement initiatives in collaboration with the Coordinators Planning Approvals and Urban Design and Policy.
- Provide input into the budget process as required.
- Regularly report to the Manager, Director, and Executive Leadership Teams.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Highly Developed Skills in the Following Areas:

- Time management, written, including report writing, and verbal communication.
- Interpersonal, conflict resolution and negotiation.
- Decision-making, analytical, research and design skills.
- Computer literacy/keyboard skills, including the Microsoft Office.
- Project management skills.
- Ability to administer and interpret Town Planning, Local Government and associated legislation, local laws, and procedures.

Specialist Knowledge:

- The structure and function of Local, State and Commonwealth Governments in relation to statutory and strategic land use planning, environmental and development issues.
- The *Planning and Development Act 2005*, the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- Residential Design Codes and related legislation and government policies.
- Working knowledge of community engagement processes and methodologies.
- People management practices.

Extensive Experience:

- Statutory and/or strategic land use planning within the context of Local and/or State Government in Western Australia.
- Assessment, processing and reporting of planning related applications and/or strategic land use planning projects in a senior level statutory and/or strategic planning role.
- Negotiation, facilitation, and delivery of quality development outcomes.
- Coaching and leading technical work teams.
- Project management.

Qualifications / Clearances:

- Tertiary qualifications appropriate to urban and regional planning.
- Current WA 'C' class drivers' licence.
- Current National Police Certificate (NPC), no older than three months.

6. EXTENT OF AUTHORITY

- Responsible for negotiations with stakeholders to achieve acceptable outcomes for applications and projects under their control.

- Authority to implement and initiate change in the area of responsibility within organisations goals and constraints.
- This position will exert influence in the operations and procedures within the organisation relevant to planning.
- Complex decision making, requiring significant use of initiative and judgement.

7. **WORKING RELATIONSHIPS**

Level of Supervision:

- Works under broad direction

Internal:

- Other Business Units

External:

- Government department and agencies
- Developers, consultants, and contractors
- Legal advisors
- Appellant bodies/State Administrative Tribunal
- Planning and other consultants
- Other local authorities
- Ratepayers, residents, applicants, and the public

8. **POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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