



APPLICANT PACK

# Planning Roles

Cairns Regional Council



**Leading  
Roles**

People ▶ Performance ▶ Partners



## CONTACT

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We respectfully acknowledge the Traditional Owners, the Djabugay; Yirrganydji; Buluwai, Gimuy Walubara Yidinji; Mandingalbay Yidinji; Gunggandji; Dulabed and Malanbara Yidinji; Bundabarra and Wadjanbarra Yidinji; Wanyurr Majay; Mamu and NgadjonJii peoples, as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



# Overview

Cairns is a vibrant and multicultural city located in tropical North Queensland. The region boasts a stunning coastline, lush rainforests, and the Great Barrier Reef, making it a popular tourist destination. The city offers a range of dining, shopping, and entertainment options, as well as a relaxed and laid-back lifestyle. Cairns is also home to a thriving arts and culture scene, with numerous festivals and events held throughout the year.

Cairns Regional Council is seeking motivated and experienced individuals to join the Development and Planning Branch of Cairns Regional Council. This is an excellent opportunity to contribute to the development of the region and make an impact on the local community.

## Positions Available

- Planning Lead – Level 7
- Senior Strategic Planning Officer – Level 6 (6 month contract)
- Principal Planning Officer – Level 7
- Senior Planning Officer – Level 6



## Qualifications, Skills & Attributes

- Qualifications in a relevant discipline are essential
- Proficiency in written and verbal communication
- Demonstrated ability to foster working relationships with stakeholders

## Our Vision

 **SHAPING THE FUTURE**

### Our Values

 <p><b>TRUST</b> Honouring the trust of our residents, each other and staff</p>	 <p><b>RESPONSIBILITY</b> Transparency and responsibility to our community</p>	 <p><b>CAIRNS-NESS</b> Safeguarding what makes Cairns, Cairns</p>
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### Our Focus

<p><b>01 ROBUST ECONOMY</b> Supporting a diversified and resilient economy that backs business innovation, growth and jobs.</p>	
<p><b>02 NATURAL ASSETS</b> Promoting, protecting and enhancing our iconic natural environment now and for generations to come.</p>	
<p><b>03 DESIGN FOR LIVEABILITY</b> Creating a safe, sustainable and connected place that supports a quality life.</p>	
<p><b>04 COMMUNITY AND CULTURE</b> Fostering a vibrant and healthy community where everyone feels they belong.</p>	
<p><b>05 FOCUSED COUNCIL</b> Being a leader in local government.</p>	



## Salary Package Information

Cairns Regional Council offers attractive benefits including competitive wage/salary rates and remuneration packages, generous leave provisions, access to facilities and services, corporate rates and memberships, as well as career development opportunities. Enjoy an exciting and rewarding career with excellent working conditions and benefits.

Key benefits for this role include:

- Salary variable depending on applicable role
- Up to 12% superannuation
- Flexible working options including 9-day fortnights
- 5 weeks paid annual leave with 17.5% loading
- Uniforms provided or subsidised
- Relocation expenses
- Ongoing personal and professional development opportunities
- Employee Assistance Program (EAP) for employees and their families
- Fitness passport offering discounted membership to selected gym and pool facilities
- Corporate rates for private health cover
- Salary sacrifice provisions including novated lease and additional superannuation
- Study assistance (with approval)



# About Council

**Cairns is the gateway to two World Heritage areas, The Great Barrier Reef and the Wet Tropics Rainforest.**

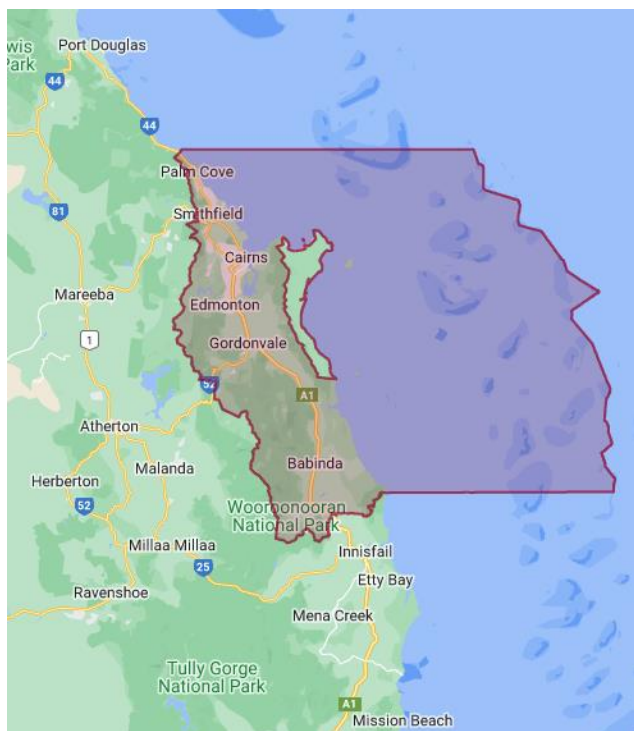
The Cairns Regional Council area spans 1,687 square kilometres of land along the coastal strip between the Great Dividing Range and the Coral Sea, encapsulating the natural beauty of the Wet Tropics rainforest to the west and north, as well as the World Heritage-listed Great Barrier Reef Marine Park to the east.

Council operates as a significant local economic driver and one of the largest employers in the region, boasting a workforce of approximately 1,250 staff. With a budget exceeding \$312 million (2020/21) and a Capital Works Program valued at \$181 million, the council plays a pivotal role in implementing adopted policies and delivering operational plans across its six directorates.

The council comprises nine divisions, each represented by elected councillors responsible for strategic planning for their local communities while considering the broader interests of the entire local government area.

The region's key industries include Health Care and Social Assistance, accommodation and food services, and retail trade, contributing to its Gross Regional Product (GRP) of \$10.22 billion (NIEIR 2022).

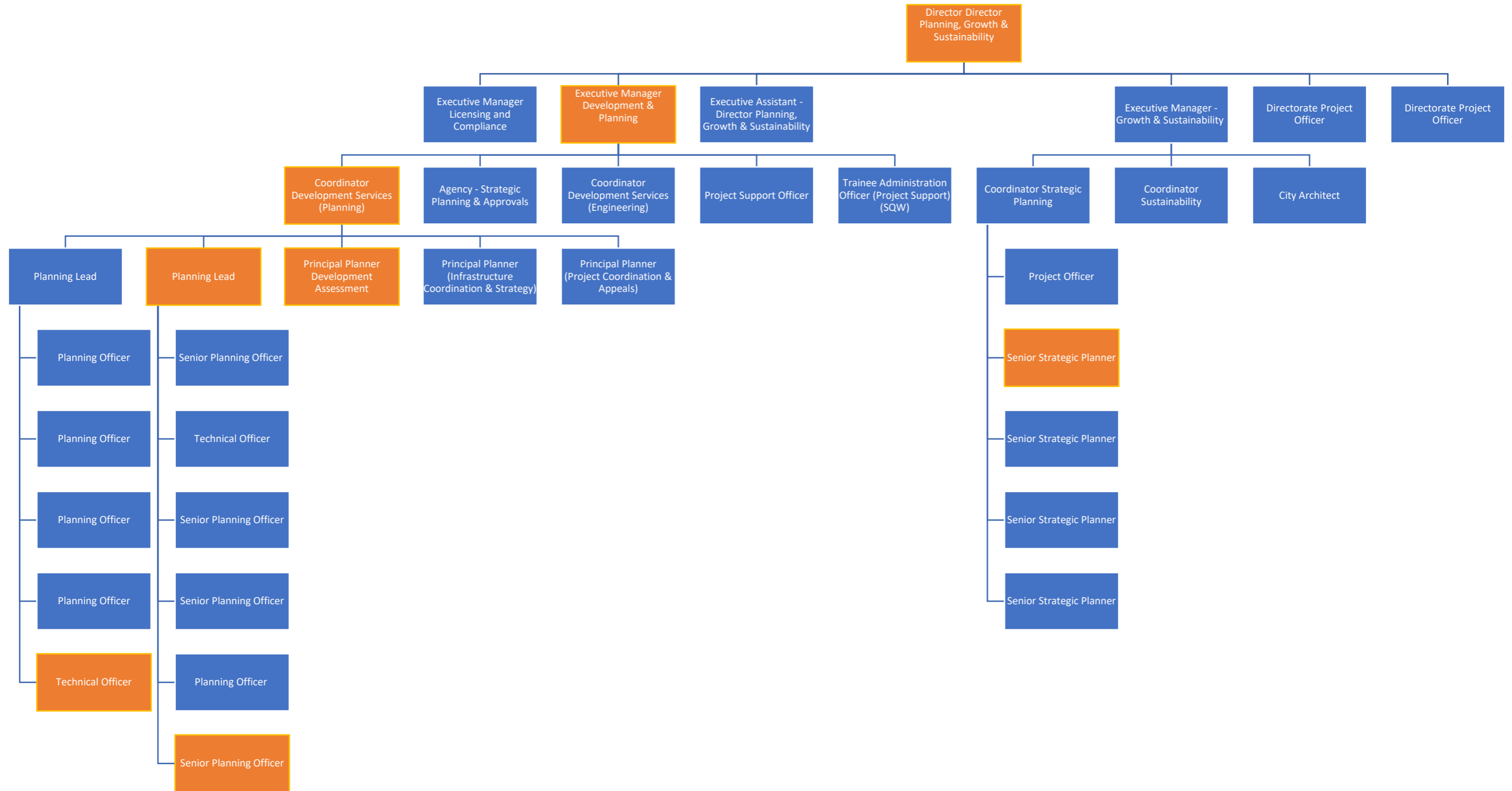
With a population of 175,398 (ABS ERP 2023), the Cairns Regional Council area stands as a vital gateway to the natural wonders and cultural richness of Far North Queensland.



## Links to Council Information



# Organisational Structure





# Living in the Region



## Housing

From suburban homes to waterfront apartments and rural retreats, residents have access to a mix of housing types. Cairns City and its surrounding suburbs feature a range of residential developments, offering modern amenities and convenient access to schools, shopping centres, and recreational facilities. Additionally, rural areas within the region provide opportunities for those seeking a more secluded lifestyle amidst the natural beauty of the surrounding rainforest and countryside.



## Educational Facilities

The region is home to numerous public and private primary and secondary schools, offering quality education to students of all ages. Additionally, tertiary education options are available through institutions such as James Cook University (JCU), and vocational education and training (VET) opportunities are provided by institutions such as TAFE Queensland, which have campuses located in Cairns.



## Healthcare

The region is home to several hospitals, including the Cairns Hospital, which serves as a major tertiary referral hospital offering a wide range of medical services, specialised care, and emergency treatment. Medical centres, general practitioners, specialists, and allied health professionals are readily available throughout the area, ensuring accessibility to primary healthcare services. The region also has aged care facilities, mental health services, and community health programs.





# Living in the Region



## Shopping & Dining

The region is home to a variety of shopping centres, including Stockland Cairns and Cairns Central, which feature a wide range of retail stores, supermarkets, and specialty shops. The city's bustling streets are lined with boutique stores, local markets, and artisanal shops, offering unique and one-of-a-kind finds. When it comes to dining, Cairns boasts a dynamic culinary scene with an abundance of cafes, restaurants, and eateries serving up a fusion of flavours from around the world. From waterfront dining overlooking the marina to lively food markets showcasing fresh local produce.



## Sports & Recreation

There are numerous sporting clubs for a wide range of sports and activities, including rugby, soccer, cricket, netball, and more, providing avenues for both community involvement and competitive play. There is an abundance of recreational facilities, including sports grounds, swimming pools, and fitness centres, catering to enthusiasts of all ages and skill levels. Outdoor fans can explore the region's natural beauty through activities such as bushwalking, cycling, fishing, snorkelling along the stunning coastline and hiking through the rainforests.



## Getting Around

Cairns is serviced by Cairns Airport, offering domestic and international flights to major cities and tourist destinations. Public transportation within the region includes bus services operated by TransLink, providing convenient access to key destinations and suburbs. For those travelling to the area by road, the Bruce Highway serves as the main arterial road, connecting Cairns to other parts of Queensland and beyond.



Living in Cairns

# Recruitment Process and Timeframes



## How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the selection criteria in the applicable Position Description



## Applications Open

- Tuesday 23 April 2024

# Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable applicants and will arrange interviews with the council's interview panel, depending on applicant and council staff availability.

The council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the council may require further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.

## Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



# Katharine Ottaway

Talent Consultant



Katharine is an experienced and resourceful senior recruitment consultant having worked across both the private and public sectors across Australia.

Her experience across labour hire, internal and external recruiting and job networking, has enabled Katharine to build strong relationships with stakeholders, implement new strategies and processes and deliver projects on time.

Katharine's professionalism and fairness, along with her commitment, energy and perseverance are what makes her an excellent recruiter.

## CONTACT

 0413 578 215

 [katharine.ottaway@leadingroles.com.au](mailto:katharine.ottaway@leadingroles.com.au)



# Angie Simmonds

## Principal Talent Consultant



Angie’s experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people’s lives in a different way. In 2015, Angie found herself in a Recruitment role and that’s when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

### CONTACT

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ATTACHMENT

# Position Descriptions

Position No: CD775, CD776, CD778  
Last Updated: August 2023

<b><u>POSITION:</u></b>	Senior Strategic Planner
<b><u>DIRECTORATE:</u></b>	Planning, Growth & Sustainability
<b><u>BRANCH:</u></b>	Growth & Sustainability
<b><u>UNIT:</u></b>	Strategic Planning
<b><u>ORGANISATIONAL RELATIONSHIP:</u></b>	Reports to: Coordinator Strategic Planning Supervises: Consultant Teams.
<b><u>AWARD CLASSIFICATION:</u></b>	Level 7
<b><u>CONDITIONS OF EMPLOYMENT:</u></b>	Qld Local Government Industry (Stream A) Award - State 2017 Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.
<b><u>HOURS OF DUTY:</u></b>	Nominally 36.25 hours per week, 19-day month as per agreement
<b><u>DELEGATIONS:</u></b>	Delegations as per the Delegations Register.
<b><u>EXTENT OF AUTHORITY:</u></b>	This position operates under limited supervision and has significant delegated authority. Selection of methods and techniques is based on sound judgement. Decisions and actions taken at this level may have significant effect on corporate projects.
<b><u>WORK HEALTH &amp; SAFETY RESPONSIBILITIES:</u></b>	Council wants all staff to 'Go home safe and well today and everyday' and at all times stay within the 'Safety Circle' by taking reasonable care for their own health and safety, take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and comply with any reasonable instruction given by their supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.
<b><u>JOB DEMAND CATEGORY:</u></b>	Category - Light
<b><u>PRIMARY OBJECTIVES OF THE POSITION:</u></b>	<ul style="list-style-type: none"><li>• Control and coordinate complex projects and engage in effective interaction at various levels within Council and external to Council.</li><li>• Provide high level specialist advice to other Council officers, stakeholders, executive team and Councillors on strategic planning matters.</li><li>• Provide internal consultancy services to the organisation on strategic planning matters.</li><li>• Formulate and implement policy and strategies relating to strategic planning.</li></ul>
<b><u>KEY DUTIES AND RESPONSIBILITIES:</u></b>	Duties and responsibilities include but are not limited to: <ul style="list-style-type: none"><li>• Provide high level specialist advice to other Council officers, stakeholders, executive team and Councillors on strategic planning matters.</li><li>• Manage complex projects that achieve the objectives of Council's Corporate Plan, including the supervision of multi-disciplinary consultant teams.</li><li>• Maintain a comprehensive knowledge of Council's policies and procedures; undertake reviews and amendments to Council's policies as they relate to strategic planning.</li></ul>



- Understand, interpret and apply relevant legislation and regulations and prepare submissions on legislative reform.
- Undertake complex professional problem solving to anticipate and respond to issues and opportunities in the planning field.
- Formulate and implement policy and strategies relating to strategic planning.
- Prepare and coordinate amendments to the CairnsPlan and associated planning scheme policies.
- Develop and maintain a professional relationship with Councillors, Council staff, Government Agencies, the Development Industry and the General Public.
- Represent the department and Council at a high level in a range of forums and committees.
- Assist in developing work plans for the unit.
- Assist with preparing and reviewing work unit Operation and Capital budgets.
- Assist with developing and monitoring procedures for activities undertaken by the Strategic Planning Unit.
- Prepare complex and sophisticated correspondence, including Council reports on significant and/or complex planning matters.
- Ensure Council's responsibilities and obligations under relevant Legislation are met.
- Provide advice to the Executive Manager Growth & Sustainability on strategic planning matters.
- Attendance at Council and Committee meetings and at other workshops and functions as required.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- Any other duties and tasks as requested by the Executive Manager Growth & Sustainability.

## **SELECTION CRITERIA:**

### **Essential:**

#### Qualifications & Licences

- Possess graduate or post graduate qualifications in town planning from a recognised university or other tertiary education institution or equivalent.
- Possess substantial planning experience, preferably with some of that experience in a Local Government environment or similar.
- Current Drivers Licence.

#### Knowledge, Skills & Expertise

- Demonstrated extensive experience within Local Government relating to land use planning.
- High level of knowledge of relevant State Legislation.
- Extensive experience in developing procedures, policy and strategy within a technical field.

# Position Description

- Demonstrated project management experience involving complex and multi-disciplined teams.
- High level of computer skills.

## People Oriented Skills & Attributes

- Have well-developed Information Technology, verbal and written communication skills and be able to communicate and negotiate effectively with members of the public, Council Officers, and the development industry.
- High level written and verbal communication skills.

## **Desirable:**

## Knowledge, Skills & Expertise

- Possess some experience in development assessment and/or knowledge in a specialist area of planning.
- Demonstrated commitment to and practice of participative leader style that supports, motivates individual, team and corporate achievement.

## **PERFORMANCE INDICATORS:**

All activities of the Strategic Planning Unit are coordinated in a manner satisfactory to the Executive Manager Growth & Sustainability, including but not limited to the following:

- Strive for continuous improvement with development of policies and procedures to accomplish targeted outcomes.
- Prepare all reports and correspondence in a timely and professional manner.
- Represent Council and its interests as required.
- Manage projects to the standard documented.
- In consultation with the Program Leader, develop personal performance objectives and achieve set targets.
- In consultation with the Program Leader develop an annual training plan and ensure personal development is undertaken.

## **Business as usual expectations**

- Instil a 'we are here to help' culture in your unit.
- Achieve an agreed level of customer satisfaction Build a strong and high performing team.
- Lead by influencing with sound judgement.
- Responsible for maintaining a safe working environment.

I have reviewed and agree that this is an accurate Position Description as of {Date}.

Employees Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT

Position No: CD324 / CD241

Last Updated: July 2023

<b><u>POSITION:</u></b>	Planning Lead
<b><u>DIRECTORATE:</u></b>	Planning, Growth & Sustainability
<b><u>BRANCH:</u></b>	Development & Planning
<b><u>UNIT:</u></b>	Planning
<b><u>ORGANISATIONAL RELATIONSHIP:</u></b>	Reports to CD236 Coordinator Development Services
<b><u>AWARD CLASSIFICATION:</u></b>	Level 7
<b><u>CONDITIONS OF EMPLOYMENT:</u></b>	Local Government Industry (Stream A) Award – State 2017. Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.
<b><u>HOURS OF DUTY:</u></b>	Nominally 36.25 hours per week, 19 day month
<b><u>DELEGATIONS:</u></b>	Delegations as per the Delegations Register.
<b><u>WORK HEALTH &amp; SAFETY RESPONSIBILITIES:</u></b>	Council wants all staff to 'Go home safe and well today and everyday' and at all times stay within the 'Safety Circle' by taking reasonable care for their own health and safety, take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and comply with any reasonable instruction given by their supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.
<b><u>PRIMARY OBJECTIVES OF THE POSITION:</u></b>	<ul style="list-style-type: none"><li>• To provide guidance and leadership to the Officers within the Development Services Team in order to achieve Council's corporate performance and Corporate Plan objectives in relation to Development Assessment, with particular emphasis on a high standard of customer service delivery;</li><li>• To lead and improve Council's process for assessing development applications having regard to the relevant legislative framework;</li><li>• Ensure that statutory requirements in relation to the assessing and processing of development applications are complied with, and carried out as part of a team for the benefit of the Applicant, Community and Organisation;</li><li>• Undertake the assessment of significant and/or complex development applications as determined by the Coordinator Development Services or Manager Strategic Planning &amp; Approvals;</li><li>• To provide a consistent reference point for customers by establishing ongoing, cooperative relationships and having oversight over their applications;</li><li>• Be available to officers requiring advice, based on knowledge, skills and experience.</li></ul>
<b><u>KEY DUTIES AND RESPONSIBILITIES:</u></b>	Duties and responsibilities include but are not limited to: <ul style="list-style-type: none"><li>• Supervising technical staff within the Development Services Team with particular reference to:-</li></ul>

- The provision of consistent, accurate and timely development advice to enquirers;
- The preparation of correspondence on development matters; and
- The preparation of reports to Council on applications.
- Provide strong and effective leadership and support to the Team, Unit and the Branch's achievement of a high performance culture and customer service delivery;
- The provision of high level, consistent and accurate development advice to inquirers, including advice on infrastructure charges;
- Preparation of correspondence, including Council reports on significant and/or complex development matters including giving expert planning evidence;
- Assist and support Planning Officers in preparation of Court documentation, and in preparation of expert reports for Planning and Environment Court;
- Take responsibility for Council's Court Appeals as directed by the Coordinator Development Services or Manager Strategic Planning and Approvals;
- Liaise with Councillors and the general public, including the development industry on matters relating to Council Policy or planning matters and specific development applications, including attending public meetings as required;
- Assist in the development and achievement of key performance indicators for the Team;
- Undertake staff performance appraisals and subsequent monitoring and reviews;
- Provide expert and timely advice to the Coordinator / Manager / General Manager and keeping the Manager / General Manager informed on all matters of relevance.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- Act in the role of Coordinator Development Services when required.
- Any other duties as directed by the Coordinator, Manager or General Manager.

## **SELECTION CRITERIA:**

### **Essential:**

#### **Qualifications & Licences**

- Possess undergraduate, graduate or post graduate qualifications in town planning from a recognised university or other tertiary education institution or equivalent.
- Possess current drivers licence

#### **Knowledge, Skills & Expertise**

- Ability to apply a risk management approach to development assessment and conditions.

- An expert knowledge of and experience in the field of town planning, governance and planning law, and expert skills in interpreting and applying planning and associated Legislation.

### People Oriented Skills & Attributes

- Have well-developed Information Technology, verbal and written communication skills and be able to communicate effectively with members of the public, Council Officers, and the development industry.
- Ability to manage the team in projects, individual workload and oversight of team members' workloads.
- Superior communication and negotiation skills, including demonstrated ability to establish and maintain working relationships with staff and a range of internal and external customers.
- Proven ability to promote and support the achievement of a customer-focused organisation.
- Ability to sustain self and others through change processes in an environment of continuous improvement.

### **Desirable:**

### Qualifications & Licences

- Possess undergraduate, graduate or post graduate qualifications in management or equivalent.
- Undergraduate training in other fields and /or experience and knowledge of a broad range of planning disciplines such as demography, environment, urban design etc.

### Knowledge, Skills & Expertise

- Experience in Local Government Development Assessment or preparation of development proposals for a private town planning consultant.
- Sound knowledge of Council's Local Laws and Policies, Town Planning Scheme and other legislation applicable to manage development of land within the Region.

### **PERFORMANCE INDICATORS:**

- It is expected the incumbent will:
- Practise a leadership style that supports, motivates and inspires individual, team and corporate achievements to deliver a high performance culture.
- Demonstrate superior communication and negotiation skills, establish and maintain effective working relationships with staff, customers and stakeholders.
- Ensure the effective, timely, customer-focussed and high quality delivery of development assessment by the team.
- Provide high quality, consistent and timely advice to Councillors, Council staff, Government agencies, the development industry and the general public.
- Model behaviours that show a commitment to and understanding of ethical, professional and legal standards that reflect Cairns Regional Council's core values.
- Foster and promote a strong focus on customer service.
- In consultation with the Coordinator, develop personal and team performance objectives and work to achieve set

# Position Description

targets, which are primarily based on the operational plan and budget.

- Make an explicit commitment to supporting colleagues and staff through change processes in an environment of continuous improvement.
- Commit to personal development in the areas of technical expertise and continued professional development.

We have reviewed and agree that this is an accurate Position Description as of {Date}.

Employees Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT

Supervisors Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT

Managers Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT

Position No: CD973  
Last Updated: January 2024

<b><u>POSITION:</u></b>	Principal Planner (Development Assessment)
<b><u>DIRECTORATE:</u></b>	Planning, Growth and Sustainability
<b><u>BRANCH:</u></b>	Development and Planning
<b><u>UNIT:</u></b>	Development Services
<b><u>ORGANISATIONAL RELATIONSHIP:</u></b>	Reports to CD236 Coordinator Development Services (Planning). Work is allocated and managed through CD324/CD241 Planning Lead.
<b><u>AWARD CLASSIFICATION:</u></b>	Level 7
<b><u>CONDITIONS OF EMPLOYMENT:</u></b>	Queensland Local Government Industry (Stream A) Award - State 2017  Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.
<b><u>HOURS OF DUTY:</u></b>	Nominally 36.25 hours per week, 19-day month as per agreement
<b><u>DELEGATIONS:</u></b>	Delegations as per the Delegations Register.
<b><u>WORK HEALTH &amp; SAFETY RESPONSIBILITIES:</u></b>	Council wants all staff to 'Go home safe and well today and everyday' and at all times stay within the 'Safety Circle' by taking reasonable care for their own health and safety, take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and comply with any reasonable instruction given by their supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.
<b><u>JOB DEMAND CATEGORY:</u></b>	Category - Light
<b><u>PRIMARY OBJECTIVES OF THE POSITION:</u></b>	<ul style="list-style-type: none"><li>• Undertake the assessment of complex development applications aligned to legislative and statutory timeframes whilst exercising the level of delegation commensurate with the delegations register.</li><li>• Provide exemplary technical leadership, support and guidance to the Development Assessment team within the Development and Planning Branch, fostering collaboration for efficient and timely completion of tasks.</li><li>• Make well-informed and strategic decisions based on a comprehensive understanding of planning principles whilst providing high-level specialist and technical advice to key stakeholders and team members.</li><li>• Drive key business and process improvement projects, encouraging innovation within the planning process, supporting methodologies that improve efficiencies and outcomes.</li></ul>
<b><u>KEY DUTIES AND RESPONSIBILITIES:</u></b>	<ul style="list-style-type: none"><li>• Undertake and coordinate the assessment of significant and/or complex development applications and ensure</li></ul>

## Position Description

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applications are managed and delivered within the statutory timeframes of the relevant legislation.

- Provide exemplary technical leadership by supporting the team to resolve complex matters through internal collaboration while providing ongoing mentorship and coaching to other team members on technical skills and abilities.
- Exercise the level of delegation commensurate with the delegations register, and provide feedback, support and guidance where required.
- Foster collaboration with internal and external stakeholders, promoting a holistic and collaborative approach to complex planning matters and improvement projects.
- Coordinate and deliver continuous business and process improvement opportunities, to ensure the Development and Planning Branch remains adaptive, responsive and customer focused.
- Develop and maintain effective working relationships with staff, customers and stakeholders and actively work to solve customer problems through effective communication and negotiation skills to seek quality outcomes. Conflicts are to be resolved with constructive resolutions that align with the Branch objectives.
- Support a team of multi-disciplinary specialists to deliver efficient and effective technical development advice and facilitate quality development outcomes across the region.
- Foster and promote a supportive and positive workplace culture, providing opportunity for professional growth and skill development within the Development and Planning Branch. Junior staff should be supported through regular mentoring meetings.
- Liaise with members of the Council and public, including the development industry, on matters relating to Council Policy or planning matters and specific development applications, including attending public meetings as required.
- Implement the provisions of Council's Planning Scheme, related to Local Laws and Planning Scheme Policies.
- Facilitate and attend pre-lodgement and project meetings, including attendance to support other team members.
- Manage Council's Court Appeals as directed by the Coordinator or Executive Manager.
- Assist and support Planning Officers in the preparation of Court documentation, and in preparation of expert reports for Planning and Environment Court.
- Work as a member of the team assisting the Planning Leads, Principal Planners, Coordinator and Executive Manager to achieve the roles and objectives of the Branch.



- Provide sound and timely advice to the Planning Leads, Principal Planners, Coordinator and Executive Manager and keep the Coordinator and Executive Manager informed on all matters of relevance.
- Ensure Council's responsibilities and obligations under relevant Legislation are met.
- Attend Council and Committee meetings as required, and present at Council workshops and industry groups and functions as required.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- Act in the role of Planning Lead and Coordinator when required.
- Any other duties as directed by the Coordinator, Executive Manager or Director.

## **SELECTION CRITERIA:**

### **Essential:**

#### Qualifications & Licenses

- Possess graduate or post graduate qualifications in town planning from a recognised university or other tertiary education institution or equivalent.
- Possess substantial planning and development assessment experience, preferably with some of that experience in a Local Government environment or similar.
- Current Drivers Licence to attend offsite meetings, inspections, etc.

#### Knowledge, Skills & Expertise

- Demonstrated knowledge of and skills in interpreting and applying the *Planning Act 2016* and substantial practical experience in the assessment or preparation of development applications.
- Extensive knowledge and experience in the field of planning and development, and demonstrated experience in development assessment, understanding the principals of planning as they relate to development outcomes.
- Extensive knowledge of statutory requirements, policies, procedures, relevant legislation, Australian Standards, guidelines and industry best practice.
- Exemplary written and oral communication skills with demonstrated ability to write detailed planning reports to a range of audiences.
- Demonstrated ability to apply a risk management approach to development assessment, and facilitation of a problem solving/outcomes orientated approach to work.

#### People Oriented Skills & Attributes

- Have well-developed Information Technology, verbal and

# Position Description

written communication skills and be able to communicate and negotiate effectively with members of the public, Council Officers, and the development industry.

- Superior communication and negotiation skills, including demonstrated ability to resolve complex and technical development matters.
- Proven ability to promote and support the achievement of a customer-focused organisation.
- Demonstrated ability to operate as a senior member of a team of planning and engineering professionals.

## **PERFORMANCE INDICATORS:**

It is expected the incumbent will:

- Demonstrate superior communication and negotiation skills, establish and maintain effective working relationships with staff, customers and stakeholders.
- Undertake work to ensure applications are managed and delivered within the statutory timeframes of the relevant legislation and internal service timeframes.
- Demonstrate exemplary technical leadership, by supporting the team to resolve matters through internal collaboration and provide mentorship to other team members on technical skills and abilities.
- Ensure the effective, timely, customer-focussed and high quality delivery of complex development assessment matters.
- Provide high quality, consistent and timely advice to Councillors, Council staff, Government agencies, the development industry and the general public.
- Model behaviours that show a commitment to and understanding of ethical, professional and legal standards that reflect Cairns Regional Council's core values.
- Foster and promote a strong focus on customer service.
- Make an explicit commitment to supporting colleagues and staff through change processes in an environment of continuous improvement.
- Commit to personal development in the areas of technical expertise and continued professional development.

I have reviewed and agree that this is an accurate Position Description as of {Date}.

Employees Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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Position No: CD392, CD708, CD954,  
CD965

Last Updated: February 2024

<b><u>POSITION:</u></b>	Planning Officer / Senior Planning Officer
<b><u>DIRECTORATE:</u></b>	Planning Growth & Sustainability
<b><u>BRANCH:</u></b>	Development & Planning
<b><u>UNIT:</u></b>	Planning
<b><u>ORGANISATIONAL RELATIONSHIP:</u></b>	Reports to Planning Lead (CD324). Work is allocated and managed through Planning Lead (CD241 and CD324).
<b><u>AWARD CLASSIFICATION:</u></b>	Level 3 / 4 / 5 (Planning Officer) / Level 6 (Senior Planning Officer)
<b><u>EXTENT OF AUTHORITY:</u></b>	<p>Level 3 (Planning Officer) work under general direction and perform a range of key duties and responsibilities in accordance with the relevant legislation and associated policies. Work outcomes are monitored with general supervision and there is a low to moderate degree of autonomy and initiative. Progression to Level 4 is based on the incumbent being able to demonstrate the ability to undertake the additional duties specified in 'key duties and responsibilities' detailed under Level 4. Progression to Level 4 is not automatic.</p> <p>Level 4 (Planning Officer) work under general direction and perform a range of key duties and responsibilities in accordance with the relevant legislation and associated policies. There is a moderate degree of autonomy and initiative, and a demonstration and sound application of general knowledge in the field planning. Progression to Level 5 is based on the incumbent being able to demonstrate the ability to undertake the additional duties specified in 'key duties and responsibilities' detailed under Level 5. Progression to Level 5 is not automatic.</p> <p>Level 5 (Planning Officer) work at a high level of autonomy and initiative, have demonstrated planning and development expertise relevant to the role, manage time effectively and efficiently, support the delivery of business improvements, foster and promote a positive workplace culture, and provide technical support and advice to the team. Progression to Level 6 is based on the incumbent being able to demonstrate the ability to undertake the additional duties specified in 'key duties and responsibilities' detailed under Level 6 – Senior Planning Officer. Progression to Level 6 is not automatic.</p> <p>Level 6 (Senior Planning Officer) work at a high level of autonomy and initiative, have demonstrated planning and development expertise relevant to the role, manage time effectively and efficiently, deliver business and process improvements, provide coaching and mentoring to the team, lead a positive workplace culture, and provide timely support and expert advice to the team.</p>
<b><u>CONDITIONS OF EMPLOYMENT:</u></b>	Queensland Local Government Industry (Stream A) Award – State 2017. Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.
<b><u>HOURS OF DUTY:</u></b>	Nominally 36.25 hours per week, 19-day month as per agreement.

**DELEGATIONS:**

Delegations as per the Delegations Register.

**WORK HEALTH & SAFETY RESPONSIBILITIES:**

Council wants all staff to 'Go home safe and well today and everyday' and at all times stay within the 'Safety Circle' by taking reasonable care for their own health and safety, take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and comply with any reasonable instruction given by their supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons..

**JOB DEMAND CATEGORY:**

Category - Light

**PRIMARY OBJECTIVES OF THE POSITION:**

- The position focus is primarily to undertake the assessment of development applications aligned to legislative and statutory timeframes and internal benchmarks and provide sound solutions and high-level specialist and technical advice to key stakeholders and team members.
- Specific to the Senior Planning Officer, the position focus is that as listed above, in conjunction with providing technical leadership and expertise, mentorship to other team members on technical skills and abilities, and the delivery of business and process improvement initiatives.

**KEY DUTIES AND RESPONSIBILITIES:****Level 3 (Planning Officer)**

Duties and responsibilities include but are not limited to:

- Undertake and coordinate the assessment of small to medium scale development applications and ensure applications are managed and delivered within the statutory timeframes of the relevant legislation.
- Exercise level of delegation commensurate with the delegations register and provide feedback and support where required.
- Implement the provisions of Council's Planning Scheme, related Local Laws and Planning Scheme Policies.
- Attend Pre-lodgement and Project Meetings.
- Support a team of multi-disciplinary specialists to deliver efficient and effective technical development advice and facilitate sound quality development outcomes across the region.
- Liaise with members of the Council and public, including the development industry, on matters relating to Council Policy or planning matters and specific development applications, including attending public meetings as required.
- Deliver excellent communication and negotiation skills, develop and maintain effective working relationships with staff, customers and stakeholders and actively work to solve customer problems and seek sound development outcomes.
- Build and maintain effective outcomes/problem solving focused relationships with both internal and external customers and stakeholders.
- Provide excellent customer service through effective communication and actively work to solve customer problems in accordance with established policy and procedures.

- Contribute to continuous business and process improvement opportunities, to ensure the Development Services Unit remains adaptive, responsive and customer focused.
- Foster and promote a supportive and positive workplace culture and team environment.
- Provide sound and timely advice to keep the Team Leaders, Principal Planners, Coordinator, Executive Manager and Director informed on all matters of relevance.
- Ensure Council's responsibilities and obligations under relevant Legislation are met.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- Any other duties as directed by the Team Leaders, Principal Planners, Coordinator, Executive Manager or Director.

#### Level 4 (Planning Officer)

Key duties and responsibilities for Level 4 are listed below and include all duties and responsibilities as listed for Level 3.

- Undertake and coordinate the assessment of medium to large scale development applications and ensure applications are managed and delivered within the statutory timeframes of the relevant legislation.
- Actively participate in the delivery of process improvement opportunities, to ensure the Development Assessment team remains adaptive, responsive and customer focused.
- Facilitate and attend Pre-lodgement and Project Meetings.

#### Level 5 (Planning Officer)

Key duties and responsibilities for Level 5 are listed below and include all duties and responsibilities as listed for Level 3 and Level 4.

- Undertake and coordinate the assessment of complex development applications and ensure applications are managed and delivered within the statutory timeframes of the relevant legislation.
- Provide technical mentoring and support to the team, particularly through the onboarding of new team members and internal stakeholders.
- Identify and deliver process improvement opportunities, to ensure the Development Assessment team remains adaptive, responsive and customer focused.

#### Level 6 (Senior Planning Officer)

Key duties and responsibilities for Level 6 are listed below and include all duties and responsibilities as listed for Level 3 / 4 / 5.

- Undertake and coordinate the assessment of significant and/or complex Development Applications, and ensure applications are managed and delivered within the statutory timeframes of the relevant legislation.
- Provide technical leadership, by supporting the team to resolve matters through internal collaboration and provide ongoing mentorship and coaching to other team members on technical skills and abilities.

- Facilitate, attend and chair Pre-lodgement and Project Meetings, including attendance to support other team members.
- Manage Council's Court Appeals as directed by the Team Leader, Coordinator, Executive Manager or Director.
- Assist and support Planning Officers in the preparation of Court documentation, and in preparation of expert reports for Planning and Environment Court.
- Attend Council and Committee meetings as required, and present at Council workshops and industry groups and functions as required.
- Foster and lead a supportive and positive workplace culture and team environment.
- Coordinate and deliver continuous business and process improvement opportunities, to ensure the Development Services Unit remain adaptive, responsive and customer focused.
- Act in the role of Team Leader or Principal Planner when required.

## **SELECTION CRITERIA:**

### **Essential:**

#### **Qualifications & Licences**

##### **Level 3 / 4 / 5 (Planning Officer)**

- Graduate or post graduate qualifications in Town Planning from a recognised university or other tertiary education institution, or equivalent.
- Current "C" Class Driver's Licence to attend offsite meetings and inspections.

##### **Level 6 (Senior Planning Officer)**

In addition to the above essential criteria:

- Demonstrated substantial planning and development assessment expertise, preferably with some of that experience in a Local Government or similar.

#### **Knowledge, Skills & Expertise**

##### **Level 3 / 4 / 5 (Planning Officer)**

- Demonstrated knowledge of and skills in interpreting and applying the *Planning Act 2016* and any associated legislation, and/or practical experience in the assessment or preparation of development applications.
- Sound knowledge of Council's Planning Scheme, Local Laws and any other policies and legislation applicable to the role.
- Exemplary written and oral communication skills with demonstrated ability to prepare detailed planning correspondence to a range of audiences.
- Ability to apply a risk management approach to development assessment, and facilitation of a problem solving/outcomes orientated approach to work.

##### **Level 6 (Senior Planning Officer)**

In addition to the above essential criteria:

# Position Description

- Demonstrated knowledge of and skills in interpreting and applying the *Planning Act 2016* and substantial practical experience in the assessment or preparation of development applications.
- Extensive knowledge and experience in the field of planning and development, and demonstrated experience in development assessment, understanding the principals of planning as they relate to broader development outcomes.
- Extensive knowledge of statutory requirements, policies, procedures, relevant legislation, guidelines and industry best practice.
- Demonstrated ability to foster and lead a risk management approach to development assessment, and facilitation of a problem solving/outcomes orientated approach to work.

## People Oriented Skills & Attributes

### **Level 3 / 4 / 5 (Planning Officer)**

- Demonstrated communication skills that develop and maintain effective working relationships with staff, customers and stakeholders and that facilitates solutions and seeks sound development outcomes in accordance with established policy and procedures.
- Demonstrated negotiation skills, including proven ability to resolve complex and technical development matters on matters relating to Council Policy, engineering matters, and/or specific development applications.
- Proven ability to promote and support the achievement of a customer focused organisation.
- Provide support through technical advice, mentoring and coaching to support a team of multi-disciplinary specialists to deliver efficient and effective development advice and facilitate good quality development outcomes across the region.

### **Level 6 (Senior Planning Officer)**

In addition to the above essential criteria:

- Superior communication skills which develop and maintain effective working relationships with staff, customers and stakeholders and that facilitates solutions and seeks sound development outcomes in accordance with established policy and procedures.

### **Desirable:**

#### Qualifications & Licences

- Qualifications in relevant discipline (for example: project management, development management, leadership etc).

#### Knowledge, Skills & Expertise

- Experience in Local Government Development Assessment.
- Experience in private planning consultancy.

## **PERFORMANCE INDICATORS:**

### Level 3 / 4 / 5 / 6 (Planning Officer)

It is expected the incumbent will:

# Position Description

- Undertake work to ensure applications are managed and delivered within the statutory timeframes of the relevant legislation and internal service timeframes.
- Ensure effective, timely, customer focused and high-quality delivery of development assessment and planning matters.
- Provide high quality, consistent and timely advice to Councillors, Council staff, Government agencies, the development industry and the general public.
- Model behaviours that show a commitment to and understanding of ethical, professional and legal standards that reflect Cairns Regional Council's core values, vision and mission.
- Foster and promote a strong focus on customer service and the facilitation of quality development outcomes.
- Provide business and process improvement support to assist in delivery of continual improvement across the Development Services unit.
- Foster and promote a supportive and positive workplace culture.
- Commit to personal development in areas of technical expertise and continued professional development.

## Level 6 (Senior Planning Officer)

In addition to the above performance indicators:

- Demonstrate superior communication and negotiation skills, establish and maintain effective working relationships with staff, customers and stakeholders.
- Demonstrate technical leadership, by supporting the team to resolve matters through internal collaboration and provide mentorship to other team members on technical skills and abilities.
- Foster, lead and promote a strong focus on customer service and the facilitation of quality development outcomes.
- Foster, lead and promote a supportive and positive workplace culture.
- Demonstrate an explicit commitment to supporting colleagues and staff through change processes in an environment of continuous improvement.
- Coordinate, lead and deliver business and process improvement opportunities, to ensure the Development Services Unit remain adaptive, responsive and customer focused.

I have reviewed and agree that this is an accurate Position Description.

Employees Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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