

Position Description

Senior Urban Planner

Title: Senior Urban Planner

Position Number: PS400

Level: 8

Department: Development and Regulatory Services

1. Position Objectives

- Provide statutory and strategic planning advice to internal and external stakeholders, ensuring high-quality, timely and customer-focused planning outcomes.
- Assess and determine complex planning proposals in accordance with relevant legislation, Council policies, local planning framework and contemporary planning practice.
- Support and assist the Coordinator Statutory Planning in the effective delivery of the Town's planning functions, services and projects.
- Contribute to the development, implementation and continuous improvement of planning policies and procedures.
- Foster positive relationships with applicants, residents, government agencies and other stakeholders through effective communication and professional advice.
- Support planning staff through the sharing of technical knowledge, guidance and professional expertise.
- Exercise sound professional judgement in the management of planning matters, balancing community expectations, strategic planning objectives and the Town's interests.
- Demonstrate initiative, accountability and self-motivation in achieving accurate, efficient and high-quality outcomes.
- Promote a positive, respectful and inclusive workplace culture consistent with the Town's values.

2. Key Responsibilities

2.1 Statutory Planning

- Assess development applications, subdivision referrals, subdivision clearances and other planning matters in accordance with relevant legislation, policies and the Town's planning framework.
- Prepare planning reports, recommendations and correspondence for delegated authority, Council, DAPs and SDAU.
- Provide professional planning advice to applicants, residents, and other stakeholders.
- Manage complex planning applications and ensure statutory timeframes are achieved.
- Support the Coordinator Statutory Planning and represent the Town in meetings, hearings and discussions relating to planning matters, as required.

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2.2 Strategic Planning and Policy

- Assist in the preparation, review and implementation of planning policies, scheme amendments and strategic planning initiatives.
- Undertake research and analysis to support planning projects and policy development.

2.3 Stakeholder Engagement

- Liaise effectively with residents, landowners, consultants, government agencies and other stakeholders.
- Facilitate planning outcomes through consultation, negotiation and issue resolution.

2.4 Leadership and Team Support

- Support the Coordinator Statutory Planning in the delivery of the Town's planning functions.
- Support planning staff through the provision of technical advice, guidance and professional expertise.
- Promote consistency, quality and best practice in planning assessments and recommendations.
- Act in the position of Coordinator Statutory Planning during periods of leave or absence, as required.

2.5 Personal Accountability

- Work independently, exercise sound judgement and manage competing priorities to meet deadlines and organisational objectives.
- Develop and maintain positive, professional and collaborative relationships with internal and external stakeholders.
- Demonstrate behaviours consistent with the Town of Cottesloe's values and Code of Conduct.

2.6 Workplace Health and Safety

- Work with care for their own health and safety and that of others;
- Participate in developing safe work procedures and follow them;
- Participate in training;
- Use equipment properly and report any faults/damage;
- Use personal protective equipment as directed;
- Report hazard and incidents to their Supervisor/Manager;
- Participate in your return-to-work plans;
- Not wilfully or recklessly interfere with safety equipment; and
- Follow all reasonable policies and procedures.

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3. Organisational Relationships

Reports to:

Manager Planning Services

Internal Stakeholders:

Chief Executive Officer

Coordinator Statutory Planning

Employees of the Town Across all Departments

External Stakeholders:

Residents and members of the public

Applicants, developers and consultants

Community and business groups

State Government departments and agencies

Other local governments and public authorities

4. Extent of Authority

Responsibilities as directed by the Chief Executive Officer

5. Selection Criteria

5.1 Essential

1. Tertiary qualification in Urban and Regional Planning, Urban Studies, Town Planning, or a related discipline, or an equivalent combination of qualifications and relevant experience.
2. Demonstrated knowledge and ability to interpret and apply legislation, policies and planning principles to achieve sound planning outcomes.
3. Demonstrated experience in the assessment of complex development applications.
4. Demonstrated ability to prepare high-quality reports, recommendations and correspondence for management, Council, DAPS and SDAU.
5. Demonstrated ability for building and maintaining effective working relationships. Demonstrated commitment to teamwork.
6. Highly developed communication, negotiation and stakeholder engagement skills.
7. Strong analytical, problem-solving and decision-making skills.

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5.2 Desirable

- Experience in local government planning within Western Australia.
- Exposure to strategic, policy or project planning.
- Membership or eligibility for membership of the Planning Institute of Australia (PIA).

5.3 Appointment Criteria

- Current C Class Driver's Licence.
- Completion of, or willingness to undertake, a pre-Employment Medical.
- Police clearance (within the last six months).

6. Employment Conditions

- *Town of Cottesloe Industrial Agreement 2024; and*
- Town of Cottesloe Code of Conduct.

Prepared by:

Director:

Date:

Manager People and Culture

Director Development and Regulatory Services

14 September 2026

Approved by Chief Executive Officer: _____

Date of Registration:

September 2026

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Manager Planning Services