Position Description
Senior Urban Planner

Town of Cottesloe

Title: **Senior Urban Planner**

Position Number: **PS400**

Grade: **8**

Directorate: **Development and Regulatory Services**

1. Overall Position Objectives

- Provide statutory planning advice to internal and external stakeholders, ensuring high quality, timely and customer-focused planning outcomes.
- Assess and provide recommendations on complex planning proposals in accordance with relevant legislation, Council policies, local planning framework and contemporary planning practice.
- Support and assist in the effective delivery of the Town's planning functions, services and projects.

2. Key Responsibilities

2.1 General

- Assess complex 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.
- Represent the Town in meetings, hearings and discussions relating to planning matters, as required.
- Contribute to the development, implementation and continuous improvement of planning policies and procedures.
- 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.
- Promote a positive, respectful and inclusive workplace culture consistent with the Town's values.
- Liaise effectively with residents, landowners, consultants, government agencies and other stakeholders.

2.2 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; and
- Demonstrate behaviours consistent with the Town of Cottesloe's values and Code of Conduct.

2.3 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.
- Follow all reasonable policies and procedures.

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. Delegations of Authority

As directed by the Chief Executive Officer

5. Selection Criteria

5.1 Essential

1. Tertiary qualification in Urban and Regional Planning or a related discipline; or equivalent relevant experience.
2. Demonstrated knowledge of, and ability to, interpret and apply Western Australian planning legislation, including: the Residential Design Codes, the Planning and Development (Local Planning Schemes) Regulations 2015, and local planning scheme provisions.
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.

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

- Evidence of Australian working rights.
- Evidence of relevant Certifications and Qualifications.
- 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: Manager People and Culture
Director: Director Development and Regulatory Services
Date Prepared: 12 November 2026

Approved by Chief Executive Officer: _____

Date of Registration:

Signed by Employee: _____ Date: _____

Signed by Manager: _____ Date: _____