



# Principal Planning Officer

## POSITION DESCRIPTION

<b>Position Number:</b>	2285	<b>Position Status:</b>	Temporary Full Time
<b>Portfolio:</b>	Communities and Environment	<b>Classification:</b>	QLGIA (Stream A) Level 6
<b>Business Unit:</b>	Planning and Development	<b>Reports To:</b>	Coordinator Development Assessment
<b>Team:</b>	Development Assessment	<b>Revised:</b>	April 2025

<b>Human Resource Delegation:</b>	Band 5	<b>Financial Delegation:</b>	Nil
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### **General Position Statement:**

This position supports Council's direction by providing high-level planning and development services that shape the future of our region. As a key leader within the Development Assessment Team, this position ensures that development aligns with Council's planning scheme, strategic objectives, and community expectations. This position provides expert advice on complex planning matters, fosters a collaborative and customer-focused culture, and supervises a small team of planning professional/s, supporting their professional growth and ensuring consistent, high-quality planning outcomes.

### **Specific Responsibilities:**

This position has the following responsibilities:

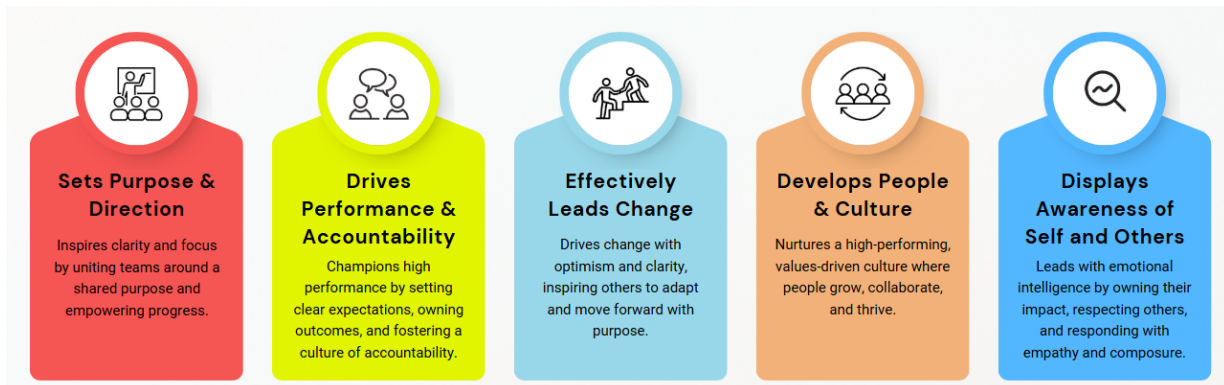
1. Supervise, mentor, guide and support a small team of planning professional/s by modelling professional and personal resilience, and fostering collaboration, capability development, and high performance.
2. Deliver high-level planning and development assessment services by assessing, reviewing, and determining complex development applications and compliance matters, including site inspections, decision notices, and correspondence, in accordance with statutory requirements and Council's planning scheme.
3. Provide expert technical advice and recommendations to Council, senior management, internal teams, developers, consultants, and the community on complex planning matters, including preparing specialist reports and presenting to Councillors at Council meetings and workshops, and representing Council in forums such as pre-lodgement meetings, development control meetings, and Planning and Environment Court proceedings.
4. Contribute to the development, review, and implementation of planning policies, procedures, and process improvements in collaboration with the Co-ordinator Development Assessment and support the preparation of team budgets and fee schedules.





5. Work collaboratively with internal stakeholders to identify and support planning scheme amendments that reflect strategic priorities, environmental values, and the community's long-term vision, while contributing to community consultation initiatives that enhance public understanding and engagement with Council's planning intentions and policies.
6. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
7. Ensure a safe, healthy, and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements, and relevant policies and procedures.
8. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
9. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
10. Undertake other relevant duties as directed, consistent with skills, competence and training.

### Leadership Capabilities:



### Position Requirements:

#### Skills/Competencies

1. Proven capability to supervise, guide, and support employees, fostering a collaborative, high-performing team environment and contributing to the development of others across the broader team.
2. Demonstrated ability to interpret and apply Queensland planning legislation, Council's planning scheme, and related instruments to complex development scenarios, with a strong understanding of local government planning functions.
3. Strong proficiency in assessing complex planning issues, interpreting technical plans and reports, and applying sound judgement, initiative, and integrity in decision-making and stakeholder engagement.
4. Excellent written and verbal communication skills, with the ability to prepare professional reports, present to Council and stakeholders, and contribute meaningfully to community consultation and formal proceedings.



5. Demonstrated ability to manage competing priorities and deadlines while maintaining high-quality outcomes and focusing on own resilience and that of the team, and have strong digital literacy across planning systems, GIS, and the Microsoft Office Suite.

#### Mandatory Qualifications, Licences and Experience

1. Tertiary qualification in urban and regional planning or a closely related discipline, providing the foundational knowledge required to interpret planning legislation and contribute to complex development assessments.
2. Demonstrated capability in statutory planning and development assessment, including the ability to interpret legislation, prepare professional reports, and engage effectively with internal and external stakeholders on complex planning matters.
3. Proficiency in planning systems and digital tools, including development assessment software, GIS platforms, and document management systems, to support efficient and accurate planning outcomes.
4. Membership to the Planning Institute of Australia.
5. Possess and maintain a current motor vehicle driver licence.

#### Desirable Qualifications, Licences and Experience

1. Familiarity with Planning and Environment Court processes, including contributing to legal documentation or supporting expert evidence preparation.
2. Exposure to community consultation and engagement activities, particularly in relation to planning scheme amendments, strategic development projects, or policy reviews.
3. Understanding of environmental and ecological planning principles, and how these integrate with land use planning, community expectations, and Council's strategic direction.

#### Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

#### Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check), if required.





### ***Delegations and Authorisations:***

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





## Principal Planning Officer SELECTION CRITERIA

<b>Position Number:</b>	2285	<b>Position Status:</b>	Temporary Full Time
<b>Portfolio:</b>	Communities and Environment	<b>Classification:</b>	QLGIA (Stream A) Level 6
<b>Business Unit:</b>	Planning and Development	<b>Reports To:</b>	Coordinator Development Assessment
<b>Team:</b>	Development Assessment	<b>Revised:</b>	May 2026

Please address each of the selection criteria below in your application:

1. Mandatory Qualifications and Licences
  - Tertiary qualification in urban and regional planning or a closely related discipline.
  - Membership of the Planning Institute of Australia.
  - Possess and maintain a current motor vehicle driver licence.
2. Demonstrated experience in statutory planning and development assessment, including the ability to interpret and apply Queensland planning legislation, Council planning schemes and related instruments to complex development applications.
3. Demonstrated ability to prepare high-quality professional reports, decision notices, conditions and correspondence that meet legislative and governance requirements.
4. Demonstrated experience supervising, mentoring and supporting planning professionals, including allocating work, providing guidance, monitoring performance, and fostering a collaborative, resilient and high-performing team culture aligned with organisational values and behaviours
5. Highly developed written and verbal communication skills, with demonstrated ability to provide clear, balanced and technically sound planning advice to Councillors, senior management, internal stakeholders, developers, consultants and the community.



**Suggested approaches to addressing selection criteria include:**

Responses should be relevant and directly relate to the selection criteria.  
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took; how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.