

POSITION DESCRIPTION

PLANNING AGREEMENTS MANAGER

POSITION DETAILS

Date of Position Description	August 2026
Position Title	Planning Agreements Manager
Position Grade	18
Directorate Business Unit	City Planning and Design Infrastructure Planning and Design
Reports to	Group Manager Infrastructure Planning and Design
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements
Job Location	9 Wentworth Street, Parramatta (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

This position is a key interface between Council and developers of major residential and commercial projects within the City of Parramatta, in particular those developments which will deliver public infrastructure to the Parramatta community through planning agreements.

The Planning Agreements Manager will work closely with the development industry and internal Council teams, including planning, community services, roads and infrastructure, finance, property, environment and sustainability, to research appropriate infrastructure provision, value that infrastructure, engage with stakeholders, negotiate the infrastructure provision, and prepare and oversee planning agreements to execution.

KEY RESPONSIBILITIES

- Develop and manage stakeholder relationships with external stakeholders and within Council.
- Research appropriate infrastructure provision commensurate with the scale of development and uplift, having regard to adopted Council policy and strategy.
- Coordinate and oversee the valuation and assessment of planning agreement deliverables to meet the needs of the community
- Coordinate with and lead as required multi-disciplinary teams of Council staff and consultants to advise on infrastructure delivery within planning agreements.
- Negotiate planning agreement outcomes with developers and other stakeholders to ensure successful allocation of community infrastructure to meet strategic objectives.
- Lead and manage the planning agreement process through preparation and negotiation to execution.
- Effectively manage, guide, support and develop the planning agreements team.
- Provide strategic and specialised advice on infrastructure delivery matters to staff, the Executive Team and Councillors.
- Provide strategic advice and recommendations to improve and integrate Council's processes for planning agreements and external infrastructure delivery.
- Ensure that the Planning Agreement Policy is regularly reviewed and kept up to date.
- Ensure that complex and sensitive issues are proactively flagged to key decision makers, including the relevant Group Manager or Executive Director, to ensure they are handled appropriately.
- Ensure that resources are used effectively and planning agreement costs are met by the proponent.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Coordinate shared department objectives, ensuring compliance.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors, and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Lead and promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

KNOWLEDGE

Qualifications

- Degree qualification in town planning, valuation, property development or equivalent field with a minimum of 7 years' relevant professional experience.

Experience

- Demonstrated experience in land use and/or statutory planning, and infrastructure planning
- Demonstrated 7+ years' experience in land use and/or statutory planning and infrastructure planning, with a proven ability to provide strategic and operational planning advice.
- Demonstrated experience in negotiation of planning agreements within a government context
- Demonstrated experience in maintaining stakeholder relationships to deliver positive outcomes
- Demonstrated experience in collaborating with teams to identify and prioritise community infrastructure
- Demonstrated experience in effectively managing a team

Skills

- Excellent interpersonal skills in coordination, negotiation, teamwork and engagement
- Demonstrated organisational and time management skills, ability to prioritise competing demands and manage workloads
- Demonstrated ability to drive positive outcomes through collaboration and leadership
- Demonstrated high level application of analytical, creative thinking and problem-solving skills in a complex, multidisciplinary environment within a government context
- Demonstrated understanding of infrastructure planning and provision in a government context.
- Demonstrated understanding of land use planning and development processes in a government context