

POSITION DESCRIPTION

SENIOR PROJECT OFFICER – LAND USE PLANNING

POSITION DETAILS

Date of Position Description	October 2025
Position Title	Senior Project Officer – Land Use Planning
Position Grade	12
Directorate Business Unit	City Planning & Design City Strategic Planning
Reports to	Team Leader – Land Use Planning
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 responsible for preparing strategies, policies and precinct plans; managing local heritage grants and heritage plans; reviewing draft planning legislation and policies and preparing related submissions; preparing or assessing and processing planning proposals (Local Environmental Plan amendments), preparing Development Control Plans and Development Contribution Plans and negotiating Voluntary Planning Agreements.

KEY RESPONSIBILITIES

Role Specific

- Deliver innovative and effective land use plans and strategies to achieve specific outcomes identified in the Council's Community Strategic Plan and Council's Corporate Plan and contribute to the achievements of Council overall.
- Lead efforts across the organisation in the planning and reporting of land use planning projects.
- Manage and contribute to strategic, complex, diverse and sensitive projects.
- Manage projects to achieve tight deadlines in a flexible and complex work environment.
- Ensure timely completion of projects by working in an integrated manner with other disciplines and senior management.
- Prepare strategic information, programs and project plans that detail resources and establish effective reporting and monitoring.

Baseline

- Manage and coordinate a team of professionals in the designated area of expertise to promote accountability and alignment towards achieving desired organisational outcomes.
- 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.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisation's, 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.
- 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.

KNOWLEDGE

Qualifications

- Tertiary qualification in town planning or equivalent and considerable experience in statutory and/or strategic land use planning.

Experience

- Proven senior experience in generating and communicating statutory plans and strategies, with a track record of successfully achieving objectives.
- Demonstrated experience in integrating land use planning with urban design, transport planning, economic development, environmental outcomes and social outcomes to inform statutory and strategic plans.
- Demonstrable detailed understanding of the relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge.

Skills

- Ability to understand all components of project, program and portfolio management processes.
- An understanding of Development Contributions and Voluntary Planning Agreements.
- An understanding of other rates and levies relevant to strategic and land use planning.
- Exceptional ability to communicate, negotiate, build relationships and influence others with an engaging approach and technique.
- Advanced problem solving and decision-making ability, including confidence in working with leaders to resolve high priority, and often sensitive and complex issues and conflict.
- Highly advanced change management leadership within a highly complex stakeholder environment.
- Highly developed commercial skills.