

POSITION DESCRIPTION

TEAM LEADER LAND USE PLANNING

POSITION DETAILS

Date of Position Description	November 2025
Position Title	Team Leader Land Use Planning
Position Grade	15
Directorate Business Unit	City Planning & Design City Strategic Planning
Reports to	Land Use Planning Manager
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

The Team Leader Land Use Planning is responsible for managing and leading a sub-team of the Land Use Planning team in preparing strategies, policies and precinct plans to achieve the Council's vision and strategic outcomes. The role is responsible for managing a team which will develop and maintain Council's land use planning framework made up primarily of Council's Local Environmental Plan, Development Control Plans, Development Contribution Plans, and other infrastructure planning tools such as Planning Agreements.

KEY RESPONSIBILITIES

Role Specific

- Manage the team to deliver innovative and effective land use plans and strategies to achieve specific outcomes of reviews led by Council, the State Government or via applicant led Planning Proposals and contribute to the achievements of Council overall.
- Lead efforts across the organisation in the planning and reporting of land use planning and manage and contribute to strategic, complex, diverse, sensitive projects and multi-disciplinary teams.
- Lead and manage projects using robust, proactive, and contemporary project management methodology, controls, risk management and reporting to ensure projects meet the approved scope and agreed expectations.
- Collaborate with other Business Units to integrate land use planning within Council's urban design, transport, environment (including flood management), social and economics teams.
- Manage grant and general funding of projects and services within the land use planning area and on strategic precinct projects.

Baseline

- Provide strong leadership and achievement of outcome-focused solutions, ensuring the team's performance and culture is collaborative and encourages creative and innovative ideas.
- Models respectful behaviours, excellent interpersonal skills and motivates an inspiring team environment with an open and positive communication culture.
- Promotes team performance management and development, provides coaching/mentoring to develop team members' performance and achievement of goals and skills development, offering feedback and demonstrating the desired skills and expected work ethic.
- Manage and coordinate a team of professionals in the designated area of expertise to promote accountability and alignment towards achieving desired organisational outcomes to achieve the vision

for City of Parramatta as detailed in the Community Strategic Plan for a sustainable, liveable and productive city.

- Ensure that all practices are up to date with current and relevant 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.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Manage 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.
- Champion customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

KNOWLEDGE

Qualifications

- Tertiary qualification in town planning or related field.

Experience

- Extensive experience in land use planning policy development and urban design within a complex urban environment, with a track record of achieving strategic objectives and demonstrated success in working with or for the public sector.
- Demonstrated experience in leading diverse, multidisciplinary teams and delivering services to a high standard to meet financial and other business performance criteria.
- Demonstrable detailed understanding of the relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge.

Skills

- Strong interpersonal communication, collaboration and stakeholder management skills including negotiation, mediation, and facilitation skills.
- Proven ability to deliver significant, cross-functional projects, policies, or strategies on time and on budget, managing the needs of multiple stakeholders.
- Proven ability to work with initiative and versatility on a wide range of matters, including high quality decision making to resolve a range of complex problems through innovation and collaboration.
- Demonstrated high level application of analytical, creative thinking and problem-solving skills in a complex, multidisciplinary environment.
- Highly developed planning, organisation, and time management skills, including the ability to meet tight deadlines and balance competing priorities.
- Exceptional ability to communicate, negotiate, build relationships, and positively influence others with an engaging approach and technique.
- Developed problem solving and decision-making ability, including confidence in working with others to resolve high priority, and often sensitive and complex issues and conflict.