

POSITION DESCRIPTION

POSITION TITLE:	Student Planner
DIVISION:	Planning, Places and Delivery
DEPARTMENT:	City Strategy
SECTION:	Growth Area and Transport Planning
CLASSIFICATION:	Band 4

POSITION OBJECTIVES:

- To provide quality supervised research and with support and guidance from colleagues provide input into policy development and planning projects for the City Strategy Department.
- To support colleagues in the review and preparation of local planning policies, Strategy Plans, Structure Plans, Development Plans, and Urban Design Frameworks within the municipality.
- To provide advice on planning and development proposals as directed by the Coordinator Growth Area and Transport Planning, with guidance from colleagues.
- To foster and promote the skills of the Student Planner.

KEY RESPONSIBILITIES AND DUTIES:

1. Technical:

- Respond to general correspondence within required timeframes and attend to phone and counter enquiries as directed by the Coordinator Growth Area and Transport Planning.
- To assist with the administration of developer contributions through the subdivision approval process as directed.
- Assess and appraise the merits of simple planning proposals (including planning scheme amendments, referred permit applications and developer contributions levy requests) in accordance with the requirements of the Planning and Environment Act 1987, and the Hume Planning Scheme with support from strategic planning colleagues.
- Contribute to the preparation of internal reports on planning matters and policies as initiated by Council, the State Government, other agencies, and the community.
- Investigate strategic planning issues and trends in both the municipality and the broader metropolitan area.

2. Collaboration:

- Adopt a collaborative approach with internal and external stakeholders.
- Participate in departmental liaison with planning proponents and other levels of government under supervision from the Coordinator Growth Area and Transport Planning and other strategic planning colleagues.
- Assist colleagues in preparing presentations, collateral such as GIS mapping, information pamphlets or circulars and maintaining webpages.
- With the support of City Strategy colleagues, contribute to departmental community engagement and facilitation activities.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator Growth Area and Transport Planning
Supervises:	Nil – may support City Strategy staff in a mentoring or development role as and where agreed.
Internal Contacts:	Staff in all Council Departments
External Contacts:	<p>State, Federal, Regional and Local bodies as directed including (but not excluded to):</p> <ul style="list-style-type: none"> • Department of Transport and Planning • Victorian Planning Authority • Department of Education and Training • Department of Energy, Environment and Climate Action <p>Planning and other consultants. Property developers (with colleague support). Municipal Association of Victoria and other advocacy bodies. Community and community groups.</p>

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	<p>We're better, every day</p> <p>We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.</p>
	<p>We're in it together</p> <p>At Hume, everyone matters. We welcome and include all. Respect and safety are expected.</p>
	<p>We show up</p> <p>We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.</p>
	<p>All for Hume</p> <p>We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.</p>

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WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council’s Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council’s Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council’s Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council’s *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT MEDICAL CHECK	
<ul style="list-style-type: none"> The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) 	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<ul style="list-style-type: none"> The incumbent must undergo a Pre-Employment Audio Test 	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Evaluation of simple planning approvals including but not excluded to planning scheme amendments, referred permit applications and developer contribution levy requests.
- Providing advice with support from colleagues and using discretionary decision-making powers in response to enquiries at the counter, in writing and over the telephone.
- With direction where required, provide input into policy development and strategic planning projects.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Analysing emerging planning matters, contributing to balancing competing interests and making informed decisions based on previous experience and procedures, specialist knowledge and skills.
- With direction where required, exercise initiative in assessing proposals (including planning scheme amendments and permit applications) in accordance with relevant policy and legislation frameworks.
- Providing advice and exercising judgement in fostering the continuous improvement and refinement of existing techniques and methods utilised by the City Strategy department.

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SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- A developing knowledge of Victorian planning legislation, principles and processes including their relationship to local government and the Hume context. In addition, a breadth of understanding of the diverse interplaying economic, social and environmental factors that affect planning processes, policies and decisions.
- Demonstrated ability to solve problems, carry out effective research and investigate the consequences of any planning proposal within a strategic framework, with the support of colleagues.
- Ability to utilise GIS and other systems and utilise data to prepare maps and plans for analysis and communication purposes.
- A working knowledge of Microsoft Office software is required.
- Skills in data analysis and research with a demonstrated ability to appraise information (both statistical and written) is highly desirable.
- Ability to utilise graphic design software to support mapping and presentation of plans is desirable.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to manage time, set priorities and organise one's own work to achieve desired results within specified timeframes, including maintaining study progress.
- Skills in managing time, setting priorities and organising one's own work to achieve a broad range of outcomes within broad parameters and with limited day to day supervision.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Skills in oral and written communication.
- Demonstrated ability to communicate clearly and effectively in oral and written form with diverse groups of people, members of the general public and/or Council officers.
- Demonstrated ability to work in a team environment and independently.
- Demonstrated ability to convey information about planning matters in a way that is easily understood.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Relevant qualification or currently undertaking a bachelor's degree or post graduate study in urban and regional planning, urban design, landscape architecture or a related discipline.
- Current driver's license.

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TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powerful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippy conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working on a keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc): N/A				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

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SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Demonstrated progress in undertaking a bachelor's degree or post-graduate study in urban and regional planning, urban design, landscape architecture or related discipline.
2. Well-developed oral and written communication skills, including the ability to communicate clearly and effectively with diverse groups of people such as community members, fellow planners and organisational colleagues.
3. Ability to interpret policy and develop a working knowledge of the *Planning and Environment Act 1987* and the Victorian Planning Provisions.
4. Demonstrated ability to solve problems, carry out effective research and contribute to an understanding of emerging planning issues and opportunities, and the consequences of planning proposals within a strategic framework.
5. Ability and willingness to work in a team environment as well as independently (with guidance).
6. Ability to utilise GIS to prepare maps and plans for analysis and communication purposes.

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