

Position Description

Position Title	Service Lead – Planning
Position Number	TPPR10
Directorate	Planning & Development
Business Unit/s	Development Services
Reports to	Manager Development Services
Classification	Level 9A – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

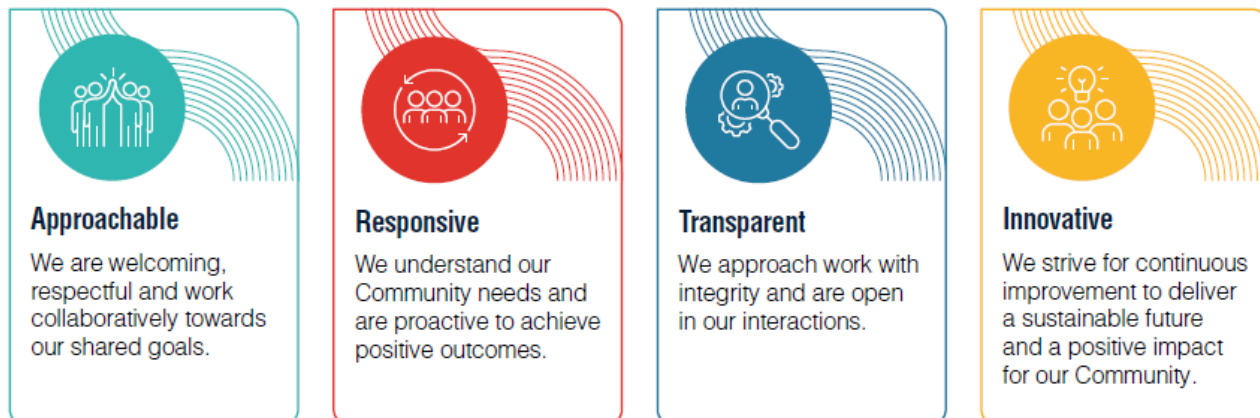
A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling’s core values are:



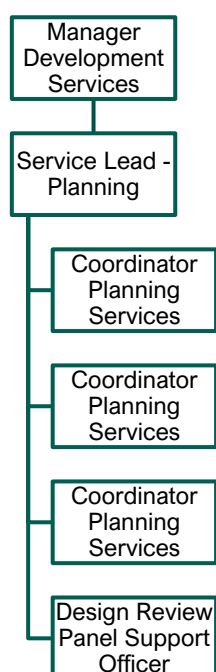
Reporting Relationships

This position reports to the Manager Development Services.

Business Unit Objective

To facilitate development within the City and enhance the quality of the built form by providing an effective, prompt and efficient approvals service.

Position Overview



- Provide leadership across the Planning Services teams, including Planning Administration Officers, Planning Officers, Senior Planning Officers, Design Review Panel Support Officer and the Planning Coordinators.
- Oversee and ensure the accurate, lawful and accountable determination of applications within the scope of delegation.

- Provide recommendations on all types of subdivision and development applications, proposals and matters within the scope of the Business Unit, and to provide professional leadership and direction on all urban planning issues within the unit.
- Develop and maintain close relationships with internal and external stakeholders to ensure strategic objectives are being met.

Position Objectives

- To ensure that all decisions and advice to Council, the community and to outside agencies within the designated area of responsibility is lawful, accurate and accountable.
- To coordinate the preparation of agenda items and statutory decisions within the designated area of responsibility.
- To ensure that relevant statutory obligations are met, and statutory processes and responsibilities within the unit are fulfilled.
- To maintain contemporary professional knowledge and provide professional leadership and mentoring to relevant employees within the Business Unit.
- The appropriate allocation of work to officers and maintenance of programs.
- To ensure the appropriate maintenance of records associated with research, inspections, reports, and correspondence associated with the planning functions of the Business Unit.
- Supervision and operational management of designated employees.
- To perform Statutory Planning assessments and functions in a timely manner in accordance with the City's customer service charter.
- To attend, present, provide support, and represent the team and organisation at meetings, including but not limited to, Committee and Council, Development Assessment Panel, Statutory Planning Committee, and any other meetings as required.
- Assisting the Manager with the overall business operations of the unit including, budget preparation and business planning in line with the City's strategic objectives, recruitment of suitable employees and identification and implementation of business process improvements.
- Maintenance, monitoring and reporting to the Manager on workflow statistics and operational matters within the relevant area of responsibility.
- Act in position of Manager Development Services as required.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.

- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Tertiary level qualifications in Urban and Regional Planning, or a related relevant discipline, and significant demonstrated experience in a similar role.	Essential
Knowledge, Skills, Experience & Abilities	
A demonstrably high level of knowledge and understanding of the principles and practice of statutory Town Planning in a Local Government environment.	Essential
Demonstrated ability to develop innovative ideas and strategies and maintain professional skills in accordance with contemporary best practice.	Essential
Ability to exercise decision making and judgement in a logical, lawful and accountable manner.	Essential
A highly skilled team leader with proven ability to guide, coach and develop team members and emerging leaders.	Essential
Excellent communications skills both written and oral. The ability to negotiate complex matters involving cross functional issues.	Essential
Excellent knowledge of the relevant Western Australian Planning system, and Local Government legislation and statutory processes.	Essential
Demonstrated operational management ability including: • Financial (Budget preparation, monitoring and review). • Human Resource management (training, recruitment, employee supervision, performance management and mentoring). • Quality and cost control. • Business Unit performance measurement and evaluation. Customer Service.	Essential
Experience in organisational management.	Essential
Relevant Local Government experience.	Essential
Other	

National Police Clearance (under 3 months).	Essential
Possession of a “C” Class Driver’s Licence, which must be maintained current whilst employed at the City of Stirling	Essential

Office use only

Position Creation Date	Date	November 2023	Officer	Manager Development Services
Last reviewed/Modified	Date	September 2026	Officer	Manager Development Services