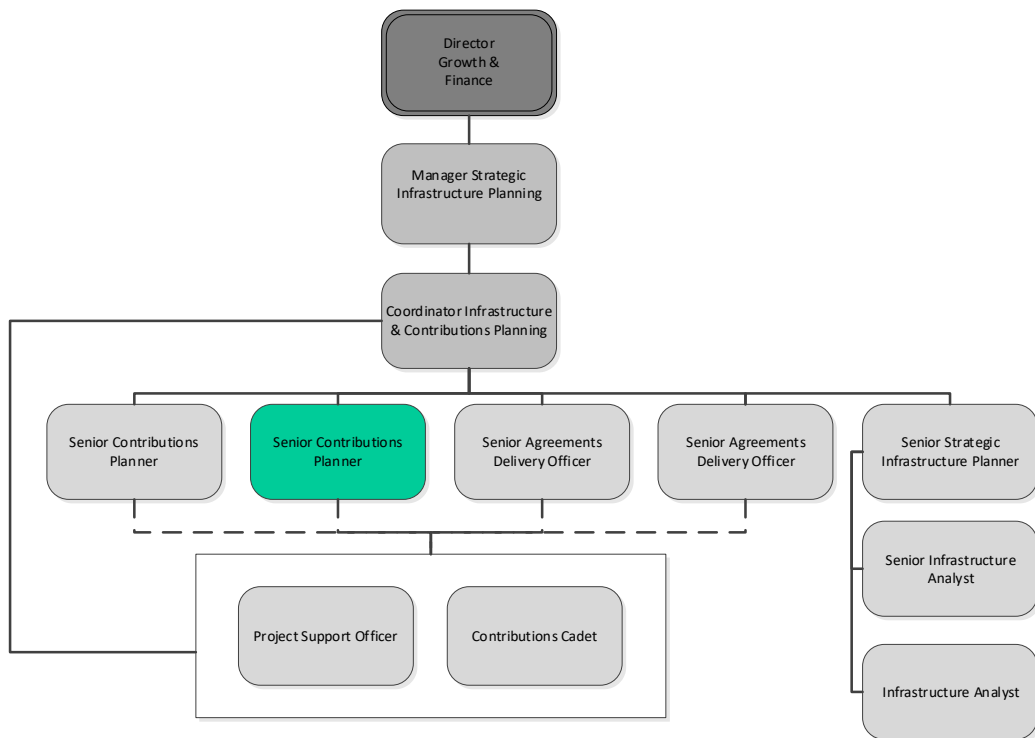


POSITION DESCRIPTION

Position Title	Senior Contributions Planner
Position Number	43159
Division/Directorate	Growth and Finance
Branch	Strategic Infrastructure Planning
Grade	15 - 17
Band and Level	Band 3 / Level 3
Special Requirements	Drivers licence Ability to carry out site inspections
Physical and Environmental Demands	There is a requirement for physical, sensory, psychosocial and environmental demands. Refer to the TIA for further information.
Reports To	Coordinator Infrastructure and Contributions Planning
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Liveable – Strong and integrated connections between our people and our services
Position Purpose	
Provide guidance and strategic advice in relation to Council's Developer Contributions Framework, including the negotiation of planning agreements, which supports the timely delivery of infrastructure.	
Key Results Area	
<ul style="list-style-type: none"> • Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances. • Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes. • Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change. • Manage Self – Show drive and motivation, a measured approach, and a commitment to learning. • Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives. 	

Reporting Structure



Key Duties & Responsibilities

Development contributions

- Prepare, implement, monitor and review contribution plans.
- Contribute to the updating of Council's contribution planning software.
- Prepare reports to Council on developer contributions matters and specific planning issues relating to developer contributions.
- Undertake research on developer contributions matters.
- Maintain knowledge of current legislation, policy and procedures that affect contributions planning and implementation.

Voluntary Planning Agreements and Works in Kind agreements

- Negotiate, prepare and implement Voluntary Planning Agreements and Works in Kind agreements.
- Provide technical input into Council's capital works program.
- Prepare consultant briefs and supervise consultant studies.

Customer service

- Liaise with and provide advice to Council officers, government authorities, the development industry, community groups and the general public, as required.
- Provide a high level of professional service to customers.
- Demonstrate a strong customer focus that is accurate, responsive, timely and courteous.

Branch activities

- Commission legal advice and valuations, as appropriate.
- Attend Council, committee, public and internal meetings, as required.
- Participate in corporate projects, as assigned by the Coordinator Infrastructure and Contributions Planning.
- Respond flexibly to organisational requests for urgent work.

Corporate core values

- Consistently demonstrate Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan.

WHS Responsibility

Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Risk Management Responsibilities

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential Criteria

1. Tertiary qualifications and relevant experience in urban planning, economics, project management or other related discipline;
2. A sound working knowledge and demonstrated experience in, the implementation of the Environmental Planning and Assessment Act, the Environmental Planning and Assessment Regulations;
3. Demonstrated understanding of working with contributions plans, voluntary planning agreements and works in kind agreements;
4. High level analytical, creative thinking, negotiation and conflict resolution, and problem solving skills;
5. Demonstrated understanding of new release area planning and infrastructure provision
6. Strong customer focus;
7. High level oral and written communication skills;
8. High level proficiency with Microsoft Office applications, particularly spreadsheets;
9. Demonstrated ability to review processes and procedures and to improve service delivery; and
10. Demonstrated ability to apply EEO, WHS, and ethical practice principles and to act with probity at all times.

Desirable Criteria

1. Experience in finance and accounting practices, infrastructure planning and engineering issues; and
2. Experience in project management; and
3. Ability to present information to small forums and workshops.

Prepared By	Manager Strategic Infrastructure Planning
Date Prepared	May 2026
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	