

Role Charter

POSITION:	TITLE: CADET STRATEGIC PLANNER
Reports to:	Coordinator City Planning
Accountable to	Manager Strategic Planning
Directorate:	City Planning
Date revised:	January 2025

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

To undertake a cadet program in strategic planning services supporting Council's Urban Growth division. To review and assess land use strategies, support the preparation of local environment plan amendments, development controls, codes and policies and strategic level assessment of commercial, industrial, residential and rural development proposals.

This entry level position provides an excellent opportunity to gain valuable experience in Council's urban growth and development functions.

Core Accountabilities

1. Research, analyse and support the development and review of Council's plans, policies and codes to improve strategic planning processes and outcomes in the Maitland Local Government Area.

2. Provide advice and administrative support to Council, government agencies and statutory bodies in relation to infrastructure requirements and development proposals.
3. Prepare minor and standard planning proposals in accordance with relevant legislation, including the Local Environment Plan Making Guideline.
4. Keep abreast of current legislation, standards and policies with respect to strategic planning and urban growth matters.

Undertaking any other duties, projects or tasks as directed by the Coordinator which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Students with entering their final or penultimate years of degree qualifications in Urban and Regional Planning, City Planning, Development Studies or related discipline.
2. Strong written and verbal communication skills including the ability to deliver quality customer service.
3. Basic understanding of strategic and development planning principles.
4. Proven ability to work productively as a member of a team and contribute to team goals.
5. Experience in effectively prioritising tasks, meet deadlines and continuously improve.

Desirable Criteria

1. Demonstrated interpersonal, communication and conflict resolution skills
2. Current class C driver's license.

Date:

Agreed:

Employee Name

Employee signature