

Land Use and Community Planner POSITION DESCRIPTION



Position Number:	2630
Department:	Communities & Lifestyle
Section:	Growth and Community Partnerships
Unit:	Strategic Land Use Planning
Position Status:	Permanent Full Time
Classification:	Level 5 - Rockhampton Regional Council Internal Employees Certified Agreement 2025
Reports To:	Coordinator Strategic Land Use Planning
Revised:	August 2026

General Position Statement

This position supports Council's direction by providing efficient, effective and timely delivery of community, land use and strategic planning projects. It will be provided in a professional and confidential manner ensuring the development of good working relationships with all staff, government agencies and the public. The position will play a significant role in the management of future growth and development within the Rockhampton region.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Accountable for delivering projects and providing advice on community, land use and strategic planning matters in accordance with Council policy and priorities.
- Contribute to the preparation, review and maintenance of Council's planning instruments, strategic planning projects, policies and plans in accordance with Council policy and relevant legislation.
- Implement best practice land use and community planning concepts to meet Council's Corporate Plan and Operational Plan.
- Manage and complete diverse and complex projects within budget and time constraints.
- Build effective relationships and partnerships with internal and external stakeholders on related matters.
- Develop and curate proactive and positive information and collateral in order to effectively communicate with stakeholders both during projects and upon their completion.
- Prepare correspondence and communications including letters, memos, reports and presentations.
- Contribute to the provision of administrative support to the Strategy and Planning section and provide guidance and mentoring to other staff, including trainees.
- Refer matters that may impact upon the business, Council and employees to the relevant Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Strong understanding and knowledge of land use planning and community planning concepts and their role in community development.
- Detailed understanding of Council's Planning Scheme and associated instruments and demonstrated experience in the preparation and management of planning instruments and associated council systems.
- Proven project management, time management, planning and organisational skills.
- Experience undertaking research and drafting reports, correspondence and presentations.
- Excellent communication (oral and written) and interpersonal skills necessary to effectively liaise with staff at all levels and conduct community consultation.
- Specialised knowledge and/or proven experience of working with local government planning.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.
- Ability to effectively operate Council's computer systems including (but not limited to) Ci Anywhere Suite (R1 and ECM), Isoplan, GeKo, Pathway and the MS Office Suite.

Qualifications

- Degree qualification in Urban/Regional Planning, Town/City Planning, Urban/Development Planning, Urban Design, Master Planning, Project Management or Local Government (or related discipline) and/or equivalent demonstrated experience

Desirable Qualifications and Experience

- Experience in a local government environment.

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Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Ability to work with screen-based equipment over long periods with prescribed rest breaks.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	