



**CITY OF ALBANY
POSITION INFORMATION
PLANNING OFFICER – STRATEGIC,
POLICY AND PLACE**

POSITION: Planning Officer – Strategic Policy and Place

LOCATION: Infrastructure, Development & Environment / Planning Services
102 North Road, Yakamia

DATE: May 2024

Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.

CONDITIONS OF EMPLOYMENT:

Agreement: City of Albany Industrial Agreement 2023

Status: Permanent, Full Time Employment

Salary: Level 5.1 to 7.4 (\$80,779.69 - \$ 100,623.03 per annum) dependent on skills, knowledge and experience.

Ordinary Hours: 152 hours per 4 weekly cycle, to be worked Monday to Friday between the hours of 7.00am and 6.00pm

Variable work arrangements: Variable work arrangements are available in negotiation with team supervisors/managers and in accordance with the organisation's customer service requirements;

Annual Leave: 4 weeks paid annual leave each year (pro rata)
17.5% leave loading

Long Service Leave: Available after 7 years of service in accordance with the Regulations.

Other Leave: The Officer is entitled to:
a) Personal leave;
b) Compassionate leave; and
c) Parental leave

Superannuation: The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

Probationary Period: 3 months.

Medical: Appointment is subject to a pre-employment medical declaration

Federal Police Clearance: Appointment is subject to a satisfactory federal police clearance

For further enquiries, please contact Jan van der Mescht, Manager Development Services on (08) 6820 3047.



**CITY OF ALBANY
KEY SELECTION CRITERIA
PLANNING OFFICER – STRATEGIC, POLICY
AND PLACE**

APPLY ONLINE FOR THIS VACANCY AT www.albany.wa.gov.au

PLEASE ONLY ADDRESS THE SELECTION CRITERIA BELOW, NOT THE CRITERIA AS LISTED IN THE POSITION DESCRIPTION

Within your application, please tell us about your previous experience in a similar role addressing the selection criteria below (refer to point 2 under “Completing your Application” on the ‘*Advice for the Prospective Applicants*’ page of this information pack.)

KEY SELECTION CRITERIA

- Demonstrated experience in assessing and contributing to strategic planning applications, policies, and projects in line with relevant planning legislation and local planning frameworks, including involvement in the preparation and review of strategic instruments such as local planning strategies, schemes, structure plans, and coastal or heritage plans.
- Proven ability to deliver high-quality planning advice to a range of stakeholders, with a strong customer service focus and effective verbal and written communication skills.
- Demonstrated ability to engage constructively with internal and external stakeholders, including developers, community members, and State agencies, to facilitate positive planning outcomes.
- Proven time management and organisational skills, with the ability to prioritise tasks, meet deadlines, and contribute to process improvements within a multi-disciplinary team.
- Possession of a relevant tertiary qualification in urban and regional planning or a related field, and appropriate industry experience (minimum 1–2 years for higher levels).