

POSITION DESCRIPTION

Contributions Planning Graduate
(POS2765)

Directorate:	Planning and Design	Department:	City Planning
Position Grade:	10 (Cadet Level)	Reports to:	Coordinator Contributions Planning
Last review:	Nov 2025	Next review:	Nov 2028
		Version No.:	1

Position purpose:

This position provides a structured learning and development opportunity for a Graduate recently completed tertiary studies in town planning, infrastructure planning, engineering or related fields. The role supports the Contributions Planning team in the preparation, implementation, administration and review of Council's Contributions Plans, Voluntary Planning Agreements (VPAs) and associated infrastructure funding processes.

This role will assist in a range of administrative, research and technical tasks to gain exposure to Council's Contributions Planning Framework, while contributing to the effective operation of the team. The position is designed to build practical skills, understanding of Local Government planning frameworks, and professional workplace experience in a supportive environment.

Key accountabilities/responsibilities:

Responsible for:

- 1) Assisting with the preparation, review and administration of Council's Contributions Planning Framework and associated planning documents and records under supervision.
- 2) Supporting the team in the drafting, tracking and reporting of Voluntary Planning Agreements (VPAs) and Work-in-Kind Agreements (WIKs)
- 3) Undertaking research and data entry tasks to support Contributions Planning and infrastructure funding projects.
- 4) Assisting with the collation and maintenance of supporting data used in Contributions Planning.
- 5) Providing administrative and coordination support to internal meetings, workshops and stakeholder consultations.
- 6) Responding to routine internal and external requests for information in a timely and professional manner.
- 7) Assisting in maintaining accurate records and documentation in accordance with Council's record systems and procedures.
- 8) Participating in learning opportunities and contributing to a collaborative, respectful and professional team environment.
- 9) Carrying out other duties as may be directed by the Coordinator Contributions Planning or Manager City Planning.

Decisions made in the position:

- Routine tasks and responsibilities as directed and under supervision, consistent with the learning objectives of the role.
- Administrative and data management tasks within defined parameters and approved procedures.

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Decisions referred:

- Policy direction, complex negotiations, or decisions outside delegated authority.

Key issues/challenges:

- Gaining familiarity with complex planning legislation, contributions frameworks and infrastructure funding processes in a local government context.
- Developing the ability to manage time effectively while supporting multiple tasks and responding to direction from different team members.
- Maintaining attention to detail and accuracy in data handling, documentation and reporting.
- Building confidence and communication skills when engaging with internal teams and responding to basic external queries.
- Adapting to a dynamic work environment and contributing to a collaborative team culture while developing technical and professional capabilities.

Key working relationships:

Internal

- City Planning
- Strategic Planning
- Infrastructure Planning and Delivery
- Traffic and Transport
- Land Development
- Property Services
- Legal Services
- Development Assessment
- Finance
- Other relevant teams involved in infrastructure planning and delivery

External

- State and Federal Government Agencies (under supervision)
- Development Industry (under supervision)
- Legal advisors and external Consultants (under supervision)
- Community representatives and stakeholder groups (under supervision)

POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

1. A tertiary qualification in Town Planning, Infrastructure Planning, Engineering (Civil), Economics, or a related discipline.
2. Current Class C NSW Driver's Licence

Experience, Knowledge and Skills

1. Demonstrated interest in land use planning, infrastructure planning and/or local government operations.
2. Strong written and verbal communication skills, with the ability to follow instructions and contribute to team-based work.
3. Ability to undertake research, interpret basic planning data, and assist with reporting tasks.
4. Proficiency in Microsoft Office applications, particularly Excel, Word and Outlook.
5. Willingness to learn and apply Council policies and procedures, including WHS and EEO responsibilities.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- General understanding of development contributions planning or infrastructure funding mechanisms.
- Experience working or volunteering in an office, government, or community environment.

**LIVERPOOL
CITY
COUNCIL**



Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous