

POSITION DESCRIPTION

Executive Planner
(POS1138, 1140)

Directorate:	Planning and Design	Department:	City Planning
Position Grade:	16 (Planners)	Reports to:	Coordinator Strategic Planning
Last review:	February 2026	Next review:	February 2028 Version No.: 3

Position purpose:

To effectively lead, coach and mentor professional planners in the delivery of key strategic land use planning initiatives for the betterment of the Liverpool Local Government Area.

Key accountabilities/responsibilities:

Responsible for:

- 1) Leading, inspiring and mentoring staff to ensure the timely and effective delivery of strategic planning advice and facilitate staff development and retention.
- 2) Undertaking of strategic land use and social planning projects and studies to promote best practice planning outcomes, and delivery of planning responses to complex development situations.
- 3) Successfully overseeing project deliverables to ensure outcomes are realistic, cost effective, politically sensitive, and align with community demands.
- 4) Developing and maintaining key relationships with internal and external stakeholders, including fostering collaboration across stakeholders.
- 5) Ensuring that work outputs contribute to and guide delivery of a positive development vision for Liverpool.
- 6) Promotion of a cohesive team environment wherein members are encouraged to use initiative, express ideas deliver innovative solutions and undertake appropriate professional development.
- 7) Representing the City Planning portfolio at internal and external forums.
- 8) Facilitating the strategic assessment of major and complex Planning Proposals, Development Applications, Master Plans and Government-initiated land use planning legislation, policies and strategies in a professional and timely manner.
- 9) Leading project-specific presentations to Council Executives, Councillors, Government Agencies, community groups and industry representatives on behalf of the City Planning portfolio
- 10) Carrying out other such duties as may be directed by the Coordinator Strategic Planning, Manager City Planning and Council Executives.

Decisions made in the position:

- 1) Coordination of nominated staff within the Strategic Planning Team to deliver positive planning outcomes in accordance with the work program.
- 2) Tasks delegated to the position by the Coordinator Strategic Planning, Manager City Planning and Council Executives.
- 3) Managing all project budgets, resources, milestones, and deliverables under the direct control of the Executive Planner.

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Decisions referred:

- 1) All other decisions.

Key issues/challenges:

- 1) Providing for an appropriate land use planning framework which guides and promotes development of the substantial urban renewal, infill development and expansive urban release areas while ensuring positive community outcomes.
- 2) Management of competing priorities to maintain delivery of the work program.
- 3) Delivery of positive planning outcomes in a timely manner and within resource allocation
- 4) Maintenance of a proactive, enthusiastic and cohesive team environment.

Key working relationships:

- Principal Strategic Planner – Special Projects, Coordinator Strategic Planning and Manager City Planning;
- Internal departments within the Council, specifically Development Assessment, Development Engineering, Contributions Planning, Infrastructure Planning, City Economy, Property Services, Procurement and Finance;
- Executive Leadership Team and Councillors; and
- External stakeholders including Government Agencies, community groups, industry representatives, and landowners.

POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in Town Planning or a related discipline.
- Current Drivers Licence

Experience

- Skilled in the strategic assessment of major and complex Planning Proposals, Development Applications, Master Plans and Government-initiated land use planning legislation, policies and strategies in a professional and timely manner.
- Extensive experience in successfully leading land use planning professionals in the delivery of key strategic land use planning initiatives.
- Ability to manage, mentor and inspire staff in the delivery of strategic land use and social planning outcomes, on time and within budget.
- Demonstrated ability to produce positive strategic land use planning outcomes and negotiate innovative solutions.
- Demonstrated ability to analyse and interpret information to inform policy development.
- Exceptional communication skills, with experience in consulting with a wide range of audiences and resolve conflicts.
- Proven ability to be proactive and balance competing work priorities, whilst motivating various stakeholders to achieve key deliverables.

Knowledge and Skills

- Extensive strategic land use planning experience with a solid understanding of relevant legislation, policies and strategies, preferably within a Local Government context and a politically challenging environment;
- Highly developed organisational and time management skills, with demonstrated ability to work effectively under pressure, coordinate multi-disciplinary Project Teams, manage competing priorities, and achieve deadlines;
- Demonstrated sound interpersonal skills, including the capacity to engage effectively with different stakeholders, and negotiate solutions to problems;
- Highly developed communication and negotiation skills with the ability to successfully confer complex land use planning principles, policies, strategies and initiatives to non-land use planning audiences;
- A strategic and pragmatic thinker who can prepare and execute work programmes to ensure works will be completed on-time and on-budget, whilst knowing when and how to compromise when necessary; and
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multicultural diversity.

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DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Tertiary qualifications in Project Management, Program Management or a related discipline;
- Leading delivery of key strategic land use planning initiatives, policies and strategies within a Local Government context;
- Flexible attitude to taking additional responsibilities and toward work hours; and
- Demonstrated experience in working with culturally and linguistically diverse communities

**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