



## BOROUGH OF QUEENSLIFFE

### GENERAL APPLICANT INFORMATION – Strategic Planner (land use)

#### 1. GENERAL

The Borough of Queenscliffe is located in one of Victoria's premier coastal areas and is defined by unique environmental values, built heritage and maritime history.

Council is seeking to appoint a permanent, part-time (0.8 FTE) **Strategic Planner (land use)** to join its dynamic and community focused team. This is a diverse role with opportunity to operate with genuine autonomy.

We are looking for a talented planning professional to play a key part in Council's strategic planning services. Upcoming projects include implementing the outcomes of a recent review of the Queenscliffe planning scheme, working with the DEECA Planning team to incorporate the Bellarine Statement of Planning Policy into the Queenscliffe planning scheme, and reviewing our neighbourhood character planning provisions.

#### 2. CONDITIONS OF EMPLOYMENT

This on-going, **part-time** position is 0.8 FTE at 30.4 hours per week with hybrid flexibility available. (occasional after hours meetings will be required at times).

The salary range falls within Band 7 of the Borough of Queenscliffe Enterprise Agreement No. 11, 2022 (\$99,711 – \$111,575 p.a. to be paid pro-rata) plus superannuation guarantee.

Entitlements to annual leave (and leave loading), sick leave, long service leave and public holidays are in accordance with the Borough of Queenscliffe Enterprise Agreement No. 11, 2022.

##### **Police check and working with children check**

An offer of employment is conditional on the applicant obtaining a satisfactory Police Check and an employee Working with Children Check, both of which are to be organised by the successful applicant and reimbursed by the Borough of Queenscliffe. Please do not pay for a police check or employee Working with Children Check until you have been offered a position.

##### **Visa/citizenship**

To be eligible for appointment as an employee of Borough of Queenscliffe, you must be an Australian citizen or a permanent resident of Australia or have an appropriate current visa that entitles you to work lawfully in Australia. Council reserves the right to request proof of visa and/or citizenship status.

#### 3. INFORMATION TO BE PROVIDED WITH THE APPLICATION

##### 1. Cover letter

- including full name, address, contact number
- and outlining your suitability for the position and why the position appeals to you

##### 2. Copy of Resume / Curriculum Vitae (CV)

- including qualifications
- and details of relevant experience

##### 3. Responses to Key Selection Criteria

In addition to your cover letter and CV, we are expecting a one to two page document that addresses each of the key selection criteria listed in Item 12 of the Position Description.

For criterion such as:

- Tertiary qualification in Town Planning, or equivalent

You can simply provide a list of your qualification/s along with date, institution and any relevant details of the course/s as it pertains to the role.

For criterion such as:

- High level of communication skills, including demonstrated ability to provide comprehensive briefings and high quality written reports.

We are expecting a paragraph or two that addresses how your experience demonstrates that you have the skills specified.

Each of the key selection criteria dot points listed in Item 12 of the Position Description should be addressed.

#### 4. HOW TO APPLY

Applications *must* respond to the key selection criteria (listed in Item 12 of the Position Description) and be submitted by email to [recruitment@queenscliffe.vic.gov.au](mailto:recruitment@queenscliffe.vic.gov.au) by **3:00pm on Wednesday 11 December 2024** (intending to conduct interviews between 16-20 December, with successful applicant ideally starting in Jan/Feb 2025). For further enquiries please contact Tim Crawford, Manager Community and Regulatory Services, on (03) 5258 1377.

Please address your application to Tim Crawford with the job reference: SP2024.

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#### **Recruitment privacy statement**

The Borough of Queenscliffe is committed to the responsible handling of personal and health information collected as part of the recruitment process.

We collect personal information provided by you when you apply for a job with us. The types of information we may collect include:

- information from your resume or application form – including your name, address, contact details (such as phone numbers and email addresses), skills and other employment history details
- academic transcripts or qualifications
- referee details as provided
- information collected during the interview process
- other miscellaneous information that is disclosed by you

Information collected about you will only be used in relation to recruitment and selection processes and will not be disclosed to a third party without your consent, except as provided in this statement or otherwise required by law.

Unsuccessful applications will be retained for a minimum period of six months after the conclusion of the selection process. Personal information may also be retained after that time in the selection report created by the selection panel. Information will not be used for consideration for future employment without your consent.

Applicants may be required to undertake a health check. The Borough of Queenscliffe will rely on information provided for selection process requirements.

More information is available in our Information Privacy policy available at: [cp010-information-privacy-adopted-240822.pdf \(queenscliffe.vic.gov.au\)](#)