

Kingborough Council Information Package for Applicants



Position: Strategic Planner, Position Number 000328
Employment Status: Ongoing, Full Time
Department: Development Services Department
Applications Close: Friday, 24 January 2020



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. The population is approximately 37,000 and the main towns are Taroona, Kingston, Blackmans Bay, Margate, Snug, Kettering, Woodbridge and Middleton. The Municipality also includes Bruny Island which lies just off the coast and can be reached by vehicular ferry from Kettering.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are Kingston, Blackmans Bay, Margate and Snug. By 2022, Kingborough's population is likely to be about 41,000.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include a multi-complex sports centre as well as an extensive network of sporting grounds, local halls and community centres.

POSITION ADVERTISEMENT

Strategic Planner

The Strategic Planner is responsible for reviewing and maintaining the Kingborough planning scheme, assessing planning scheme amendment proposals, preparing local land use and development strategies and assisting in the implementation of land use policies.

You will be tertiary qualified, with previous experience in undertaking specialist statutory and strategic planning responsibilities. Well-developed interpretative and problem solving skills and demonstrated ability to analyse complex planning issues are also essential.

The role is full-time and the salary is in the range of \$88,628 - \$100,456 per annum, depending on skills and experience.

How to Apply: For further information on this position, please contact Tasha Tyler-Moore, Manager Development Services on 03 6211 8200. The Information Package for this role is available on Council's website www.kingborough.tas.gov.au. To ensure your application is considered, you must provide a current resume and a statement addressing the selection criteria.

Applications can be submitted online through the Employment Portal on Council's website.

Applications close at 4pm on Friday, 24 January 2020.

KEY SELECTION CRITERIA

Strategic Planner

Please address these selection criteria in your application

Essential

- 1) A tertiary qualification in Town Planning or a related discipline.
- 2) Previous experience in undertaking complex and specialist statutory planning duties in Local Government and/or State Government or equivalent experience in the private sector.
- 3) High level knowledge of planning principles, practice and relevant planning legislation.
- 4) Well-developed analytical, interpretative and problem solving skills and demonstrated ability to analyse complex planning issues.
- 5) Competent negotiation and interpersonal skills and the ability to liaise and negotiate with business and community members and Council clients/applicants.
- 6) The ability to represent Council at planning appeals hearings.
- 7) Competent computer skills using MS Office software including Geographic Information Systems.
- 8) Demonstrated ability to prepare clear and concise reports and correspondence on complex planning matters.
- 9) The ability to coach and mentor other less experienced planning staff.
- 10) The ability to effectively plan, organise and manage own time to achieve targets within set timeframes.

Licences

- 1) Current unrestricted motor vehicle driver's licence.
- 2) White card accreditation or the ability to acquire this accreditation.

Desirable

- 1) Eligibility for corporate membership of the Planning Institute of Australia.
- 2) Post graduate qualifications relevant to the role.

POSITION DESCRIPTION

	<h1 style="margin: 0;">Strategic Planner</h1>	PD No. 000328		
		<small>VERSION</small> 04	<small>LAST REVIEWED</small> July 2019	<small>NEXT REVIEW</small> July 2021
Classification	Professional Officer Level 3			
Special Conditions	Full-time, Ongoing position. A satisfactory National Police check will be required for this role.			
Position Objectives	<ol style="list-style-type: none"> a) Lead the development of land use and development strategies, policies, plans and guidelines. b) Coordinate the review, implementation and monitoring of the Kingborough Planning Scheme. c) Ensure that strategic policy is implemented by the Statutory Planning team. d) Be involved in investigations relating to specific strategic planning projects, including the preparation of Planning Scheme amendments and related planning policies, reviews and reports. e) Maintain a high level of awareness on planning issues relevant to the Municipality. 			
Key Responsibilities	<ul style="list-style-type: none"> • Draft reports and recommendations in regard to Council’s planning policies and local planning strategies. Provide the lead role into reviewing the Kingborough Planning Scheme, and prepare reports on proposed planning scheme amendments to Council and the Tasmanian Planning Commission, as required. • Provide advice and assistance to developers, designers, and members of the public regarding planning requirements and the process for submitting planning scheme amendments to Council. Provide assistance to members of the public making enquiries about amendments. 			

	<ul style="list-style-type: none"> • Prepare and process planning scheme amendments and policies to achieve Council’s planning policy objectives. • Maintain a high level of awareness on planning issues relevant to the municipality and ensure an effective policy response is presented to management and Council. • Coordinate the maintenance of both the GIS planning layers and the Planning Scheme’s Content Management System. • Maintain the accuracy of information on Council’s website in relation to strategic planning work. • Attend Council meetings and meetings of the Council Planning Authority as required. • Prepare and present evidence to the Tasmanian Planning Commission and Resource Management and Planning Appeal Tribunal as required. • Respond to requests for information from State government agencies and prepare correspondence and other reports in relation to other planning issues. • Work closely and cooperatively with other staff members within the Department, seeking assistance and offering advice as appropriate. • Assist the Customer Service Unit and other Council staff with advice on statutory planning matters. • Promote helpful, constructive and co-operative attitudes when dealing with the community, Councillors and other staff. • Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee’s skills, competence and training.
<p>Organisational Relationships</p>	<p><u>Reports to:</u> Manager Development Services</p> <p><u>Internal Liaisons:</u> Councillors, Management Team and all staff.</p> <p><u>External Liaisons:</u> Community, customers, contractors, consultants, local government professionals, Government agencies.</p>

Code of Conduct	Council is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace. Council's Code of Conduct for employees details the principles of good conduct and standards of behaviour that Council has determined the community can reasonably expect employees to demonstrate in the performance of their duties and functions.
Work Health and Safety	<p>Council recognises the need for all staff to play a role in workplace occupational health and safety. The employee shall comply, so far as is practicable, with all relevant Workplace Health and Safety policies, procedures, legislation and good practice including:</p> <ul style="list-style-type: none"> • adhering to all safe working procedures. • adhering to Council's OH&S and risk management policies. • taking reasonable care of themselves and others who may be affected by their actions. • ensuring due care is taken for any Council property for which the officer is responsible. • taking due care to prevent property losses or damage.
Security of Council Information	Security of Council information viewed or accessed during the course of employment is not to be divulged to any person unless authorised to do so.
Customer Service	Council is committed to the provision of timely, efficient, consistent and quality customer service. Council's Customer Service Charter outlines the rights of our customers, the standard customers can expect when dealing with Council and what a customer can do if dissatisfied with Council decisions for actions.
Qualifications and Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Demonstrated experience in undertaking complex and specialist planning in Local Government and/or State Government or equivalent experience in the private sector. • A tertiary qualification in Land Use Planning or a relevant discipline.

	<ul style="list-style-type: none"> • Strong knowledge of planning principles, practice and relevant planning legislation, together with the ability to analyse and accurately interpret complex planning related issues. • Experience in preparing and implementing strategic plans, studies, guidelines and policies. • Experience in preparing and assessing Planning Scheme Amendments and Statutory Planning applications. • High level interpersonal and communication skills with the ability to liaise effectively with a broad range of people including elected councillors, consultants, and tribunals/panels on specialist and complex planning matters. • Well-developed negotiation, mediation and consultation skills. • High level analytical, organisational and presentation skills. • The ability to work under pressure with limited supervision, and as part of a coordinated team. • Competent computer skills, including MS Office and Council’s planning related software. • Current unrestricted motor vehicle driver’s licence and White Card (Working Safely in the Construction Industry). <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Eligibility for corporate membership of the Planning Institute of Australia. • Relevant post-graduate planning experience working within local government in the strategic planning policy context.
Personal Attributes	<ul style="list-style-type: none"> • Strong commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire. • Demonstrated willingness to participate in self development programs to enhance personal contribution to the organisation.

	<ul style="list-style-type: none">• Ability to build and maintain co-operative relationships.• Highly motivated with the ability to work in a team environment.
Behavioural Skills	<ul style="list-style-type: none">• The ability to function as a competent, motivated and professional member of the Development Services team and demonstrate a commitment to the Council's values and expected behaviours.

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary addressing each of the Selection Criteria.
- A current copy of your resume.
- Please note that a National Police check will be required for this position.

Your application should be addressed “**Confidential Job Application – Strategic Planner, Position Number 000328**” and submitted by the Employment Portal on Council’s website at www.kingborough.tas.gov.au.

Good luck with your application