

# Kingborough Council

## Information Package for Applicants



<b>Position:</b>	<b>Senior Planner, Position Number 000675</b>
<b>Employment Status:</b>	<b>Ongoing, Full Time</b>
<b>Department:</b>	<b>Development Services Department</b>
<b>Applications Close:</b>	<b>Friday, 24 January 2019</b>



**KINGBOROUGH COUNCIL**  
[www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)

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## 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.

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## POSITION ADVERTISEMENT

### Senior Planner

The Senior Planner is responsible for the effective and efficient assessment of complex statutory planning applications in accordance with legislative requirements and Council policy, attendance at planning appeals and the mentoring of other planners in the statutory planning team.

In order to succeed in the role, you will have a degree in Town Planning or a related discipline and a minimum of five years practical town planning experience.

The role is full-time and the base 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](http://www.kingborough.tas.gov.au). To ensure your application is considered you must provide a current resume and statement addressing the selection criteria.

Applications can be submitted online through the Employment Portal on Council's website and close at 4pm on Friday 24, January 2020.

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## SELECTION CRITERIA

### Senior Planner

**Please address these selection criteria in your application**

#### **Essential**

- 1) A tertiary qualification in Town Planning or a related discipline.
- 2) At least 5 years' experience in undertaking complex and specialist statutory planning 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

 <b>Kingborough</b>	<h3>Senior Planner</h3>	<b>PD No. 000406</b>		
		VERSION  02	LAST REVIEWED  February 2018	NEXT REVIEW  February 2020
<b>Classification</b>	Professional Officer Level 3			
<b>Special Conditions</b>	A National Police check will be required.  Ongoing, full- time position			
<b>Position Objectives</b>	The position is responsible for: <ul style="list-style-type: none"> <li>• Undertaking all components of the development application process, including initial advice to applicants, detailed assessment of proposals, preparation and presentation of reports and attending to any subsequent appeals or compliance activity.</li> <li>• Assisting with strategic planning projects, including the preparation of planning scheme amendments and related planning policies, reviews and reports.</li> <li>• Providing, within any specific area of expertise, appropriate statutory, design, heritage and environmental related advice in the assessment of development applications.</li> </ul>			
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assess a range of complex development applications and ensure compliance with Council's planning scheme. Undertake site inspections and other investigation as necessary. Prepare planning reports and recommendations for consideration by the Coordinator Statutory Planning and Council.</li> <li>• Provide advice and assistance to developers, consultants and members of the public regarding planning requirements and the process for submitting applications to Council.</li> <li>• Provide assistance to members of the public making enquiries about advertised development applications and activities.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Attend Council meetings to present planning reports as required.</li> <li>• Prepare reports and present evidence to the Resource Management and Planning Appeal Tribunal as required.</li> <li>• Respond to requests for information from state government agencies and prepare correspondence and other reports in relation to other planning issues.</li> <li>• Undertake any necessary follow-up action in relation to the implementation or enforcement of planning permits. Undertake site inspections and subsequent reporting to Council on breaches of, or non-compliance with, statutory planning controls.</li> <li>• Assess final plans of subdivisions and stratum titles for compliance with the conditions of approval.</li> <li>• Draft reports and recommendations in regard to Council's planning policies and local planning strategies. Provide input into reviewing the Kingborough Planning Scheme, and prepare reports on proposed planning scheme amendments as required.</li> <li>• Work closely and cooperatively with other staff members within the Planning Unit, offering guidance and support to other less experienced Officers as appropriate.</li> <li>• Assist the Customer Service Unit and other Council staff with advice on statutory planning matters.</li> <li>• Promote helpful, constructive and co-operative attitudes when dealing with the community, Councillors and other staff.</li> <li>• 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.</li> </ul>
<b>Organisational Relationships</b>	<p><u>Reports Reports to:</u> Coordinator Statutory Planning</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>

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<b>Code of Conduct</b>	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.
<b>Workplace Health and Safety</b>	<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"> <li>• adhering to all safe working procedures.</li> <li>• adhering to Council's OH&amp;S and risk management policies.</li> <li>• taking reasonable care of themselves and others who may be affected by their actions.</li> <li>• ensuring due care is taken for any Council property for which the officer is responsible.</li> <li>• taking due care to prevent property losses or damage.</li> </ul>
<b>Security of Council Information</b>	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.
<b>Customer Service</b>	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.
<b>Qualifications and Experience</b>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• A tertiary qualification in Town Planning or a related discipline.</li> <li>• At least 5 years' experience in undertaking complex and specialist statutory planning in Local Government and/or State Government or equivalent experience in the private sector.</li> <li>• High level knowledge of planning principles, practice and relevant</li> </ul>

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	<p>planning legislation.</p> <ul style="list-style-type: none"> <li>• Well-developed analytical, interpretative and problem solving skills and demonstrated ability to analyse complex planning issues.</li> <li>• Competent negotiation and interpersonal skills and the ability to liaise and negotiate with business and community members and Council clients/applicants.</li> <li>• The ability to represent Council at planning appeals hearings.</li> <li>• Competent computer skills using MS Office software including Geographic Information Systems.</li> <li>• Demonstrated ability to prepare clear and concise reports and correspondence on complex planning matters.</li> <li>• Ability to effectively plan, organise and manage own time to achieve targets within set timeframes.</li> <li>• The ability to coach and mentor other less experienced planning staff.</li> <li>• Current unrestricted motor vehicle driver's licence.</li> <li>• White card accreditation or the ability to acquire this accreditation.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Eligibility for corporate membership of the Planning Institute of Australia.</li> <li>• Post graduate qualifications relevant to the role.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Demonstrated willingness to participate in self development programs to enhance personal contribution to the organisation.</li> <li>• Ability to build and maintain co-operative relationships.</li> <li>• Highly motivated with the ability to work in a team environment.</li> </ul>
<b>Behavioural Skills</b>	<p>The ability to function as a competent, motivated and professional member of the Development Services Department and demonstrate a commitment to the Council's values and expected behaviours.</p>



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## 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 – Senior Planner, Position Number 00675”** and submitted online through the Employment Portal on Council’s website at [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au).

**Good luck with your application.**