

Kingborough Council

Information Package for Applicants



Position: Senior Planner, Position Number 000406

Employment Status: Ongoing, Part Time

Department: Development Services Department

Applications Close: 19 May 2024

Further Information: Tasha Tyler-Moore, Manager Development Services
on 03 6211 8200.



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough offers a fantastic lifestyle offered on the picturesque south east coast of Tasmania. Located an easy 15-minute drive south of the capital city Hobart, Kingborough is one of the fastest growing areas in Tasmania. With a population of around 40,000, Kingborough offers a wonderful family lifestyle, including quality educational facilities, sporting and recreational services, service clubs and shopping centres. The strong growth in population is reflected through the significant number of housing approvals in the municipality over the last 10 years. On average, Council approves more than 200 new dwellings per year.

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 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 19,000 rateable properties and the Council has an estimated consolidated income of approximately \$44M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, environment and infrastructure, and recreational and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, and an extensive network of sporting grounds, natural assets and reserves, local halls, and community facilities.

Council has recently implemented two major development projects, Kingston Park and Transform Kingston, for the revitalisation of the central business district in Kingston. Kingston Park is an 11-hectare Council owned property that is being developed in accordance with a master plan that provides for a mix of commercial and residential uses, together with public open space, and community and cultural facilities. At the heart of Kingston Park is the Kingborough Community Hub and the Kingston Park playground that draws on the natural Tasmanian environment, Aboriginal history and way of life.

Position Advertisement

Senior Planner

Kingborough Council has an exciting opportunity for an experienced Senior Planner to join its Development Services Team. Kingborough is experiencing rapid growth in residential, commercial and tourism development which presents an opportunity to be involved in specialist planning challenges.

The successful applicant will be dealing with a diverse range of complex and challenging planning applications which require a detailed knowledge and understanding of planning principles and Tasmanian Planning legislation.

You will require a tertiary qualification in a relevant field and demonstrated experience in delivering effective results in a statutory planning environment. The ability to communicate effectively, work as part of a team and mentor other less experienced planners is also essential.

Whilst the primary position is that of Senior Planner, Council encourages applications from qualified and experienced planners.

Further details: The role is part-time, 24 hours per week, and offers a salary based on full time equivalent of \$99,965 - \$113,307 per annum, depending on skills and experience, plus 12.5% employer superannuation contribution.

For more information, please contact Tasha Tyler-Moore, Manager Development Services on (03) 6211 8200.

Kingborough Council offers some great benefits, including:

- A range of paid leave entitlements and ability to 'purchase' additional leave.
- Discounted membership at the Kingborough Fitness Centre.
- An Employee Assistance Program.
- Corporate Health Plan discounts.

How to apply:

- Before you begin, please ensure you have read the Position Description and the Key Selection Criteria.
- Ensure you have copies of the following to submit with your application:
 - a short covering letter to introduce yourself and outline the reasons you are applying for the position, and
 - a current resume that includes relevant information such as details of your work history, qualifications and any other training or development programs.
- You must address the selection criteria in the online application form.
- Applications must be submitted by using the online form on Council's website. You can save your application as you progress through the stages until you submit your completed application.

Applications close on Sunday 19 May 2024.

Key Selection Criteria

Senior Planner

You will be asked to address the following selection criteria as part of the online application form.

Essential

1. A tertiary qualification in Town Planning or a related discipline.
2. Demonstrated 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. Demonstrated ability to prepare clear and concise reports and correspondence on complex planning matters.
7. The ability to represent Council at planning appeals hearings.
8. Ability to effectively plan, organise and manage own time to achieve targets within set timeframes.
9. The ability to coach and mentor other less experienced planning staff.
10. Competent computer skills using MS Office software including Geographic Information Systems.

Licences

1. Current unrestricted motor vehicle driver's licence.
2. White Card - Working Safely in the Construction Industry.

Please note: a National Police check will be required for this position. This check will be undertaken by the employer.

Position Description

SENIOR PLANNER

POSITION DETAILS

Position No.	000406	Department	Development Services
Employment Status	Ongoing part time	Location	Civic Centre
Unit	Planning	Classification	Professional Officer, Level 3

POSITION OBJECTIVE

The position is responsible for:

- 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.
- Assisting with strategic planning projects, including the preparation of planning scheme amendments and related planning policies, reviews and reports.
- Providing, within any specific area of expertise, appropriate statutory, design, heritage and environmental related advice in the assessment of development applications.

KEY FUNCTIONS AND RESPONSIBILITIES

- 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.
- Provide advice and assistance to developers, consultants and members of the public regarding planning requirements and the process for submitting applications to Council.
- Assist members of the public making inquiries about advertised development applications or about potentially unauthorised development activities.
- Attend Council meetings to present planning reports as required.
- Prepare reports and present evidence to the Resource Management and Planning Appeals Tribunal as required.
- Respond to requests for information from State government agencies and prepare correspondence and other reports in relation to other planning issues.

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- 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 as required.
 - Assess final plans of subdivisions and stratum titles for compliance with the conditions of approval.
 - Draft reports and recommendations regarding 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.
 - Work closely and cooperatively with other staff members within the Planning Unit, offering guidance and support to other less experienced Planners 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.
 - Undertake 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.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are professionally autonomous and undertake professional work that is novel, complex, or critical. They may be responsible for the supervision and mentoring of less experienced professional Planners.

Judgment and problem solving: Employees at this level operate at an experienced level in delivering specialist work which requires extensive knowledge and a high level of skill. The position requires the capacity to work independently and without direct supervision.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – This position works mostly with colleagues from the Development Services Department.

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2. **External** - Business and community, government agencies, members of the public, consultants, developers, builders, clients/applicants.
 3. **Direct Reports** - This role reports to the Coordinator Statutory Planning and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

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

Licences

- Current unrestricted motor vehicle driver's licence.
- White Card - Working Safely in the Construction Industry.

Desirable

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

Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture.
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Council Enterprise Agreement No 11 of 2023</i> or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution.
Employment Checks	<p>To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position.</p> <p>Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position.</p> <p>The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Employee Immunisation Administrative Policy. As a result, the incumbent is required to be immunised in accordance with Council's Staff Immunisation Program. (Vaccinations for this position include tetanus).</p>
Leave	Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees).

Thirteen (13) weeks long service leave is available after 10 years' service and the period of service is transferable between Tasmanian Councils.

Our employees may also purchase an additional two week's annual leave.

Paid parental leave entitlements are available.

Paid leave is also available for employees involved in voluntary emergency services and for staff experiencing family violence.

Health and Wellbeing

Council supports and encourages an active and healthy work environment and offers a workplace health and wellbeing program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.

Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.

Relocation Costs

Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.

Other Employee Benefits

Our employees have access to **discounted health insurance** options through St Luke's Health and the Local Government Employees Health Plan.

Council employees can arrange for a **novated lease for a personal vehicle** through Maxxia.

LGAT Assist also provide **low interest loans** to Local Government employees who are employed on an ongoing (permanent) basis.

Work Health and Safety

Work Health and Safety is an important element of

our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the *Work Health and Safety Act 2012*, Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.

It is recommended that employees undertaking field inspections have a current tetanus immunisation.

Induction

All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.

HR information

For any general enquiries about Council's HR or recruitment procedures, please contact the People and Safety team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.