



## POSITION DESCRIPTION

### ENVIRONMENTAL PLANNER

#### POSITION DETAILS

<b>Position No.</b>	000689	<b>Department</b>	Development Services
<b>Employment Status</b>	Ongoing part time	<b>Location</b>	Civic Centre
<b>Unit</b>	Planning	<b>Classification</b>	Professional, Level 2

#### POSITION OBJECTIVE

Under the direction of the Coordinator Environmental Planning, this position is responsible for:

- Ensuring technical environmental advice is integrated into the statutory planning process, including the assessment of development applications with environmentally related issues.
- The effective and efficient completion of other planning tasks associated with the assessment of planning applications and the preparation of reports within Council's statutory planning processes.

#### KEY FUNCTIONS AND RESPONSIBILITIES

- Assess development applications and ensure compliance with Council's planning scheme, predominantly in relation to environmental matters but may also include general planning issues.
- Undertake site inspections and other investigations in relation to development applications.
- Provide technical environmental advice to Planning staff on the assessment of development applications.
- Provide advice on standard further information requests and permit conditions regarding environmental-related issues for use in the statutory planning process.
- Prepare statutory planning reports and recommendations for consideration by the Manager Development Services and Council.
- Undertake any necessary follow-up action in relation to the implementation or enforcement of environmental conditions in planning permits.
- Provide advice and assistance to developers, designers, and members of the public regarding environmental planning requirements.
- Work closely and cooperatively with other staff members within the Development Services Department, seeking assistance as appropriate.

- Assist the Customer Service Unit and other Council staff with advice on statutory planning matters relating to environmental issues. 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.

**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 working at an experienced level and are responsible for undertaking their own work without direct supervision, although regular reports to senior members of the Environmental Planning Unit may be necessary. They may also provide guidance to other less experienced Officers.

**Judgment and problem solving:** Employees at this level operate at an experienced level in delivering specialist and complex work which requires a high level of skill and knowledge. The position requires the capacity to work independently and without direct supervision, although advice and support is available from Senior Environmental Planning staff as required.

## **ORGANISATIONAL RELATIONSHIPS**

### **Reporting Relationships**

1. **Internal** - Councillors, Management Team and all staff.
2. **External** – Community, customers, contractors, consultants, local government professionals, Government agencies.
3. **Direct Reports** - This role reports to the Coordinator Environmental Planning/Manager Development Services and has no direct reports.

## **SKILLS, KNOWLEDGE AND EXPERIENCE**

### **Essential**

- A tertiary qualification in environmental planning, natural resource management, planning and/or another relevant qualification.
- Demonstrated technical skills and/or experience in environmental planning or a related field.
- Well-developed analytical, interpretative and problem-solving skills and demonstrated ability to analyse statutory planning issues with professional support.

- The capacity to interpret and apply the requirements of the planning scheme, legislation, by-laws and relevant planning policy frameworks associated with the statutory planning process.
- Sound knowledge of biodiversity Values, including Tasmanian native vegetation communities, plant species and key habitats for threatened and iconic fauna species.
- An understanding of natural hazards and their relevance in land use planning.
- Competent negotiation and interpersonal skills and the ability to communicate and work with Council clients and applicants.
- Competent computer skills using MS Office software including Geographic Information Systems relevant to the role.
- Demonstrated ability to prepare clear and concise reports and correspondence on all matters relevant to the position.
- Ability to effectively plan, organise and manage own time to achieve targets within set timeframes.

#### **Licences**

- Current motor vehicle driver's licence.
- White Card - Working Safely in/ the Construction Industry, or the ability to obtain this qualification.