



## POSITION DESCRIPTION

### SENIOR STATUTORY PLANNER

#### POSITION DETAILS

<b>Position No.</b>	000675	<b>Department</b>	Development Services
<b>Employment Status</b>	Ongoing full time	<b>Location</b>	Civic Centre
<b>Unit</b>	Planning	<b>Classification</b>	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.
- 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.

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.
- The ability to coach and mentor other less experienced planning staff.
- 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.