



POSITION DESCRIPTION

Team Leader – Statutory Planning

POSITION DETAILS

Position No.	000329	Department	Development Services
Employment Status	Fixed-Term(12months)	Location	Civic Centre
Unit	Planning	Classification	Exec Officer Level 3

POSITION SCOPE

The **first six months** of the contract will require the Team Leader to carry out statutory planning management tasks. The **final six months** of the contract will progressively shift from managing statutory planning functions to focusing on statutory planning process improvement initiatives.

POSITION OBJECTIVE

The position is responsible for:

1. Ensuring the provision of efficient and effective statutory planning services and to managing a small team undertaking statutory planning functions within Council.
2. Carrying a case load which requires 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.
3. Initiate, participate and assist in the development of planning department organisational improvement projects.

FIRST SIX MONTHS OF THE CONTRACT - KEY FUNCTIONS AND RESPONSIBILITIES

Statutory Planning Management

1. Supervise, mentor, and manage the day-to-day operations of the delegated team of statutory planners ensuring the efficient and accurate processing of applications and that essential statutory requirements are met.
2. Undertake the assessment and critical evaluation of the more difficult complex and sensitive development applications.

3. Undertake any necessary follow-up action in relation to the implementation of enforcement of planning permits. Undertake site inspections and subsequent reporting to Council on breaches of, or non-compliance with, statutory planning controls.
4. Provide information and negotiate (as necessary) with developers, landowners, applicants, and other parties (primarily in regard to complex and sensitive development proposals) in order to achieve Council's strategic objectives and statutory planning requirements.
5. Provide strategic and statutory guidance to Council management on major development proposals, planning policy issues and other planning and subdivision matters.
6. Respond sensitively and promptly to community requests and complaints and establish and foster strong relationships with internal and external client groups.
7. Provide a professional and effective representation of Council at public forums and planning appeal tribunals and attend the Council's Planning Authority meetings so that appropriate advice on statutory planning matters may be provided as required.
8. As a Senior member of the Development Services department, contribute to the development of improved systems, processes, and new ways of working to streamline statutory planning processes and to increase the efficiency and quality of services.

Leadership and Accountability

9. Provide leadership to the Statutory Planning Team by managing, coordinating and monitoring workloads and performance of team members.
10. Demonstrate, encourage, and support collaboration between members of the team and other departmental and Council officers, ensuring an integrated approach to the delivery of statutory planning services.
11. Actively promote a strong service culture through authentic and supportive leadership, underpinned by regular team and individual performance assessments.
12. Provide direction and statutory planning interpretations advice to Planning staff on complex planning matters.
13. Review all statutory planning reports and formal correspondence, prepared by direct reports for delegated reports in addition to the Planning Authority agendas.
14. Within the Team, actively promote responsiveness, efficiency, and effectiveness in statutory planning procedures.
15. Ensure that staff members are clear about their duties and the standards expected of them in the performance of their duties.

16. Ensure that the working environment is safe and without risk to the health and wellbeing of workers and others in the workplace.

Delegation/Authority

17. Act in the role of Coordinator Statutory Planning as required.
18. Act as a delegate for Council in decision making under delegated authority.
19. Sign correspondence and decisions relating to planning matters in accordance with the delegation parameters.
20. 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.

LAST SIX MONTHS OF THE CONTACT – KEY FUNCTIONS AND RESPONSIBILITIES

During the **last six months** of the contract, the role will progressively shift from managing statutory planning functions to focusing on planning process improvement initiatives. This transition will involve the following key functions and responsibilities:

1. Lead and contribute to organisational improvement initiatives by identifying opportunities for enhanced planning processes, systems, and service delivery.
2. Collaborate across departments to design and implement innovative solutions that align with strategic objectives, improve operational efficiency, and support a culture of continuous improvement within the Statutory Planning team and the broader organisation.

Work Health and Safety: Take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace; comply with any reasonable instructions given to you by the Council; and 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 but must be responsive to councillors, management, and other Council staff.
2. **External** – This position engages with business and community stakeholders including members of the public, consultants, developers, builders, and clients/applicants as well as other government agencies.
4. **Direct Reports** - This role reports to the Manager Development Services but works closely, on a daily basis, with the Coordinator Statutory Planning. The role manages, motivates and mentors a team of staff undertaking statutory planning functions within Council including a Senior Planner and a small team of statutory planners.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential Qualifications and Experience

1. Experience in undertaking all components of the development application process including for complex or controversial applications. Demonstrated experience of representation at the appeals tribunal for Planning Matters.
2. Tertiary planning qualifications enabling membership of the Planning Institute of Australia and extensive work experience in a statutory planning environment.
3. Proven knowledge of Tasmanian planning and related legislation, regulations, and processes.
4. Demonstrated ability to prepare clear and concise statutory planning reports, and other correspondence, on complex statutory planning matters.
5. Demonstrated experience to effectively manage, motivate and mentor a small team of planning professionals.
6. Strong time management and organisational skills, as well as initiative, resourcefulness, and the ability to solve problems.
7. Demonstrated commitment to a high-level customer service delivery and advanced negotiation and conflict resolution skills.
8. Ability to critically analyse and proactively improve systems and processes.
9. Current unrestricted motor vehicle driver's licence.
10. Demonstrated experience in identifying, initiating, and implementing organisational improvement projects that enhance planning processes, service delivery, and operational efficiency.

Licences (or similar)

- Current unrestricted motor vehicle driver's licence.
- A satisfactory National Police check is required for this role
- White Card - Working Safely in the Construction Industry, or ability to obtain.