

# Position Description

## SENIOR STATUTORY PLANNING OFFICER

## POSITION OVERVIEW

You will be a lead planning officer at Alpine Shire Council working closely with the other planning officers, planning coordinator and Manager to provide a community-focused planning service. You will work on complex matters and support fellow planning officers with their own applications and provide consistent, robust advice on internal and external queries.

You will be part of a collegial and friendly team striving to deliver an efficient, responsive and responsible planning service, engendering public confidence and fostering the things that make Alpine Shire a special place.

At all times you will role model Alpine Shire values by undertaking your key responsibilities in a professional, efficient and timely manner whilst contributing to Council's aim of being a high performing organisation.

## CLASSIFICATION AND RELATIONSHIPS

<b>Classification:</b>	Band 7 Alpine Shire Council Enterprise Agreement
<b>Reports to:</b>	Statutory Planning Coordinator
<b>Supervises:</b>	Statutory Planning Officer/s

## KEY DUTIES AND RESPONSIBILITIES

### **Accountability and extent of authority**

This position is accountable for:

- providing high level, timely and professional advice on a range of planning matters including complex issues, grounded in legislation/policy and a strong knowledge of sound planning principles.
- promoting clear, effective, responsive and easily accessible communication in liaising with colleagues, community, applicants and other stakeholders involved in planning processes.
- the effective and efficient processing of planning and subdivision applications, planning certificates and other planning matters in accordance with legislative requirements and within statutory time frames
- peer reviewing delegate reports in accordance with the relevant legislation, planning scheme, policies and procedures
- implementing programs and collaborating in service improvements with the Statutory Planning Coordinator and Manager Regulatory Services
- ensuring that breaches of the planning scheme and/or permits are appropriately resolved and/or brought to the attention of the Compliance Coordinator
- following up planning conditions to ensure compliance only escalating non-compliance to the Compliance Coordinator where enforcement is required
- maintaining confidentiality of sensitive information and ensuring correspondence is completed within efficient timeframes.

## Planning

- Administer and enforce the Alpine Planning Scheme, and associated legislation
- Monitor the assessment of planning applications, delivery of planning advice and associated administrative tasks to support delivery across the team
- Assess your allocated planning permit applications in statutory timeframes and LGPRF targets
- Deliver better planning outcomes by working with applicants, objectors, and residents in compliance with the Alpine Planning Scheme
- Engender public confidence in the decision-making process through discussion, simple explanations and prompt and excellent customer service
- Write well written, easily understood Council reports including recommendations on permit conditions, agreements, and refusal grounds
- Represent Council at Tribunals, Hearings, Panels, public meetings, and planning forum meetings as required
- Provide professional and clear advice to colleagues in relation to statutory planning matters and related fields where appropriate such as subdivisions and Cultural Heritage Management.
- Liaise with State government departments, other Councils, other government authorities, and non-government groups on a range of planning related matters.
- Brief Council and the Council's executive on complex planning proposals
- Represent Council at VCAT and assist in the preparation of submissions by other officers
- Represent Council at developer forums, planning consultation meetings, mediation sessions and similar forums.

## Continuous Improvement and transformation

- Investigate, evaluate, and report on new technology, processes and equipment to improve the efficiency and productivity of the planning and subdivision service
- Support statutory planning coordinator to implement new ways of working
- Where necessary, assist Council's Strategic Planning team in developing planning scheme amendments pursuant to the requirements of the *Planning and Environment Act 1987*
- Consistently maintain accurate reporting data for planning and Council systems.

## Leadership

- Work with the Statutory Planning Coordinator to provide leadership, coaching and mentoring to statutory planning team members supporting their personal and professional development
- Provide input into the development and implementation of staffing strategies and participate in the recruitment and selection of planning staff
- Promote approaches to planning based on equity, contemporary practice and stewardship of place.
- Make effective use of your excellent negotiation and conflict resolution skills to handle difficult situations, confrontation or resolve planning issues.

## Other Duties

- Assist the Manager Regulatory Services and the Statutory Planning Coordinator in investigating statutory planning complaints in line with the Council Complaints Policy
- Work collaboratively with the Digital Transformation team in the installation, maintenance, and upkeep of the Statutory Planning IT system
- Prepare and present reports, briefing notes and Council reports to the Statutory Planning Coordinator, Manager Regulatory Services, Director Corporate and Community, Council, and the community as required
- Ensure compliance with Council policies and procedures
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence, or training
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and corporate policies.

## Judgement and decision making

- Ability to solve planning issues by the effective application of established techniques and procedures (excluding decisions requiring Council resolution, decisions outside of those permitted by delegation or policy, or expenditure over and beyond budget allocations)
  - Exercise complete discretion and tact in dealing with matters affecting Councillors, employees of the organisation and members of the community
  - Ability to organise and prioritise daily and weekly tasks
  - Ability to set priorities to achieve the goals and objectives of the statutory planning team
  - Ability to exercise judgement relating to key responsibility areas
  - Ability to determine appropriate action in relation to service enquiry including selecting from a range of alternative courses of actions or referring to appropriate Council Officer or community agency
  - Recognise sensitive and/or potential serious customer service issues and deal with these in an appropriate manner.
- Management skills
- Excellent time management skills, capacity to plan, organise and meet changing priorities and objectives
  - Ability to review, analyse and appraise the Planning Scheme, and undertake appropriate actions
  - Knowledge of and ability to implement Equal Employment Opportunity, Health, Safety and Risk policies and procedures relating to areas of supervision
  - Ability to efficiently implement daily, weekly and longer-term workloads
  - Ability to work individually and as a part of a team
  - Ability to review and analyse Council services and make recommendations
  - Ability to engender public confidence with a strong customer focus
  - Ability to deliver outcomes within budget
  - Proficient record keeping skills.

## **Interpersonal skills**

- Ability to facilitate meetings and to discuss and resolve conflicts and problems
- Ability to build relationships to achieve good outcomes for Council employees, customers, ratepayers, and contractors
- Ability to maintain confidentiality of information and advice
- Commitment to building a collegial, collaborative and professional team culture that helps colleagues flourish
- Display and promote a positive image of Council through the way you work
- Sound written and verbal communication skills
- A strong customer service focus.

## **EXPERTISE**

### **Qualifications**

- A Tertiary Qualification in Town Planning, Urban Design, Landscape Architecture or a related field is essential.
- Registered Planner (Planning Institute of Australia) accreditation is desirable but not essential
- Current Drivers licence.

### **Specialist knowledge and skills**

- Strong knowledge of contemporary theory and practice in urban and regional planning.
- Ability to interpret and work with town planning legislation and policies. Knowledge of the Victorian system is an advantage but not essential.
- Well-developed analytical, investigative, interpretative and problem-solving skills
- Strong communication skills, including stakeholder management and conflict resolution
- Ability and willingness to embrace innovative technologies, methods, products, and processes in the pursuit of continuous improvement
- Strong organisational skills including the ability to effectively prioritise and work through complex tasks effectively and efficiently.
- Ability to exercise initiative in the performance of duties and work with minimal supervision

### **Experience**

- Must be able to demonstrate experience in a similar role
- Relevant experience in local government town planning is an advantage
- Awareness of current trends and issues affecting town planning.

## HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Seek assistance when unsure of how to perform a task
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return to work plan for any injured worker when returning to work
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

## PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood
- The work environment may include uneven surfaces and up and down stairs