

Position Description

STATUTORY PLANNING COORDINATOR

Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council has established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

POSITION OVERVIEW

The Statutory Planning Coordinator provides a streamlined, efficient and customer service focused statutory planning team ensuring all planners work towards engendering public confidence in all planning matters.

Working closely with strategic planning and economic & community development, the Coordinator ensures development is responsive to community interest and needs and supports delivery of broader Council objectives.

We are committed to delivering timely outputs in line with performance reporting frameworks, planning regulations and Council policies. This will include all statutory planning functions, advise across Council on planning matters and oversight of our planning compliance function.

The Statutory Planning Coordinator will need to be passionate about both planning, and people management, to deliver the best outcome for our community and to drive continuous improvement across the range of planning to deliver best practice and transparent outcomes.

Central to the role is leading and modelling a values-driven culture where Council's values are reflected in all actions and decisions. A strong customer focus will underpin this role's ability to deliver high quality services. The role will set clear expectations of acceptable behaviour, uphold high standards of conduct, and foster an inclusive, respectful, and accountable workplace.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Band 8 <i>Alpine Shire Council Enterprise Agreement</i>
Reports to:	Manager Regulatory Services
Supervises:	Senior Statutory Planners, Statutory Planners, Statutory Planning Assistant, Administration Officer (Planning) and Administration Officer (Subdivision and Local Laws).

KEY DUTIES AND RESPONSIBILITIES

This position is responsible for coordination of the statutory planning process from end to end including:

- Drive the processing of all statutory planning applications to a high standard, within regulatory timeframes and with high levels of customer service.
- Allocate planning permit applications to the statutory planning team.
- Peer review delegate reports in accordance with the relevant legislation, planning scheme, policies and procedures.

- Prepare Council briefing and Council reports when required.
- Assess complex and major planning permit applications as required.
- Prepare and/or present the decisions of Council at the Victorian Civil Advocacy Tribunal (VCAT).
- Lead applicant and objector negotiations and mediation when required.

Team Leadership

- Build and strengthen productive relationships across the team and provide leadership, direction and support.
- Lead the team ensuring effective and responsible staff management and development and adherence to corporate values, process and policies.
- Oversee staff development, training, and succession planning to build a skilled and motivated team.
- Lead with emotional intelligence and provide a psychologically safe work environment.

Continuous Improvement

- Deliver continuous improvement initiatives to the statutory planning process to meet community expectations and drive efficiencies into the team.
- Work across Council to innovate, adapt and evolve our systems and processes to place the customer at the heart of our service delivery.
- Identify and prioritise technology initiatives that enhance service delivery, operational efficiency, and stakeholder engagement.
- Ensure robust systems are implemented to meet statutory requirements.

Customer Service

- Place the customer at the heart of the statutory planning delivery model, ensuring early responses to customer contact.
- Provide appropriate training to statutory planners to build capability to provide a high level of customer service.
- Investigate statutory planning complaints and planning compliance decision complaints in line with Council Complaints Policy.

Communication

- For development sites and assessments likely to garner significant community interest, provide a communications plan to effectively assist the community to understand planning issues and processes, and support the delivery of high quality and well-planned communications.

- Implement improvements to our online presence, seeking out best practice and delivering comprehensive guidance and support to the community and professionals seeking planning information.
- Engage local developers in an ongoing dialogue about system and process improvements that can be made to gather support from the community about the policies and procedures that must be followed to meet the various legislative and regulatory functions of statutory planning and planning compliance.

Compliance

- Assist team in appropriate enforcement of relevant planning permits, legislation, the planning scheme, regulations and policies.
- Maintain processes and compliance in line with appropriate policy.

Performance Measurement and Reporting

- Regularly assess performance against defined performance metrics.
- Prepare and present monthly reporting against key business unit activity.

Budget

- Provide input into the development of the business unit budget.
- Monitor expenditure and ensure projects and services relating to key responsibilities are within the budget set by Council.
- Provide information for regular provide regular financial reporting as requested by the Manager.

Accountability and extent of authority

- Accountable to the Manager Regulatory Services.
- Authority and freedom to act in accordance with broad goals, budgets, Council policies and the provisions of relevant Acts, Regulations, Codes as contained in the Instrument of Delegation.
- Decisions made / actions taken by the Coordinator can have a substantial effect on the managed functions or on the public's perception of Council.
- Accountable for the ensuring that the Statutory Planning Team delivers high quality customer service to both external and internal customers, meeting the requirements of any published Customer Charter.

Other duties

- Undertake other duties as directed by the Manager.
- Comply with Alpine Shire Council's Code of Conduct and Policies.

Judgement and decision making

- Solve complex problems in a demanding environment and contribute to forward-thinking policy development.
- Make decisions aligned with organisational goals and within delegated authority, legislative requirements, and established policies.
- Evaluate unclear options and develop policy recommendations.
- Allocate resources to achieve corporate objectives.
- Provide timely advice and recommendations to Manager, Directors, CEO, and Council.
- Consider the broad economic, political, and social impacts of decisions.

Management skills

- Achieve high-quality outcomes while operating transparently and professionally.
- Effectively coordinate resources to maximise service delivery.
- Exhibit strong time management skills to meet changing priorities and objectives.

Interpersonal skills

- Lead, motivate, and develop staff to achieve organisational and individual targets.
- Establish effective working relationships with internal and external stakeholders.
- Project a positive image in all interactions with internal and external customers.

EXPERTISE

Qualifications

Essential

- A tertiary qualification in Town Planning or similar discipline.
- Current Victorian Driver Licence.

Desirable

- Accreditation as a certified practicing planner.

Specialist knowledge and skills

- A theoretical and practical knowledge and ability to interpret Town Planning legislation and practices, including associated legislation.
- The ability to provide effective specialist advice to other staff, Council, applicants, objectors and other members of the public.

Experience

- Relevant (5 years minimum) experience as a Town Planner.

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.
- Utilise all appropriate Personal Protective Equipment, where required.
- 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.
- Provide specialist advice on technology related risk e.g. Radio frequency exposure if required.
- 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.
- 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.