# POSITION: Statutory Planning Officer

CLASSIFICATION: Band Six

EMPLOYMENT STATUS: Full Time Ongoing

**THE ORGANISATION**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment.  We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities.  Our values are present in what we do and how we do it.  With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating ‘a great place for us’.

**Click** [**HERE**](http://www.southgippsland.vic.gov.au/downloads/file/443/organisational_structure_-_as_at_1_july_2015pdf) **to view Councils entire organisation chart.**

**THE POSITION**

The Statutory Planning Officer will provide an efficient and effective customer focussed statutory planning service to the community that will encourage the sustainable growth of South Gippsland Shire Council. By ensuring that planning permits and subdivision applications are responded to within timeframes and by contributing to the implementation of Councils strategic planning framework you will improve South Gippsland’s appeal as a desirable place to live, invest and do business.

The key responsibilities of this role include –

* Assisting the team in achieving the key result areas set out in the Council Plan;
* Assess over 80% of regular planning permit applications within 60 statutory days;
* Assess over 90% of VicSmart applications within 10 business days;
* Evaluate, analyse and make recommendations on statutory planning matters including planning enforcement;
* Administer Planning Scheme policies and other planning controls which encourage sustainable development;
* Communicate with all stakeholders in an effective manner to foster an understanding of planning processes;
* Ensure a high standard of service delivery in the entire range of planning services and look for ways to continuously improve service levels;
* Prepare and present reports to Council, VCAT and Panel Hearings;
* Participate in strategic town planning projects and initiatives within the unit at the direction of the Manager Planning;
* Participate in policy and procedure development/improvement at the direction of the Manager Planning;
* Contribute to emergency management activities when required and directed by supervisor/manager.

Please follow the links provided for further information on:

* South Gippsland Shire Council [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)
* South Gippsland region [www.visitpromcountry.com.au](http://www.visitpromcountry.com.au)
* Gippsland region [www.visitvictoria.com/Regions/Gippsland](http://www.visitvictoria.com/Regions/Gippsland)

To seek further information on this position, or to discuss this employment opportunity further, please contact Paul Stampton, Manager of Planning, 03 5662 9304.

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

**Judgement & Decision Making Judgement & Decision Making**

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| Accountability & Extent of Authority | |
| Band 6 (Generic) | Role Specific |
| * Resource supervision – same as Band 5 * Specialist advice or regulate clients – freedom subject to regulations and policies and regular supervision * Have formal input into policy development, usually of investigative & analytical nature | * Administration of Acts and Regulations for all relevant authorities and specific delegations within the Planning process; * Dealing with planning permits, subdivision and liquor control matters in accordance with all relevant Acts, Regulations and Council Policies; * Issuing delegated planning permits. |
| Judgement & Decision Making | |
| Band 6 (Generic) | Role Specific |
| * Work usually specialised – methods & procedures developed from theory or precedent * Problem solving may involve adapting previous experience to new situations * Guidance & advice usually available | * Required to recommend planning applications for consideration and determination by Council under the direction of the Manager Planning. * Make decisions under the Planning and Environment Act 1987, the Subdivision Act 1988 and other relevant Acts in accordance with powers of delegation; * Provide sound statutory planning advice to all stakeholders. |
| Specialist Knowledge & Skills | |
| Band 6 (Generic) | Role Specific |
| * Proficiency in the application of a theoretical or scientific discipline * Also understanding of policies of unit & wider organisation * Some positions (particularly resource management) require a familiarity with budgeting techniques | * Understanding of rural, urban, environmental, tourism and economic development issues; * Understanding of the Local Government Act 1989, Planning and Environment Act 1987 and Subdivision Act 1988; * Understanding of the Victoria Planning Provisions, Planning Schemes and other State Government initiatives; * Awareness of the Victorian Civil and Administrative Tribunal Act 1998, Aboriginal Heritage Act 2006, Flora and Fauna Guarantee Act 1988, Heritage Act 2017 , Liquor Control Reform Act 1998 and the Environmental Protection and Biodiversity Conservation Act 1999 (Commonwealth); * Computer skills including competency in MS Office and database/GIS systems applications. |
| Management Skills | |
| Band 6 (Generic) | Role Specific |
| * Skills in managing time, planning of own work and where appropriate of other employees * If managing – able to implement EEO, OH&S & training/development | * Ability to assist in improving efficiency and quality of service. |

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| Interpersonal Skills | |
| Band 6 (Generic) | Role Specific |
| * Also the ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems | * The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team; * Demonstrated strong customer service focus; * Well-developed written and verbal communication skills. |
| Qualifications & Experience | |
| * Completed relevant tertiary qualifications and experience in the assessment of planning applications in a similar role; * Appreciation of the matters involved in assessing rural, urban, coastal, commercial and industrial planning permit applications; * Experience in use of Microsoft software packages. | |
| Role Specific Selection Criteria | |
| * Completed relevant tertiary qualifications and experience in the assessment of planning applications in a similar role; * Understanding of matters involved in assessing rural, urban, coastal, commercial and industrial planning permit applications; * Problem solving, decision making and analytical skills; * Strong customer service focus; * Computer skills including competency in MS Office and database/GIS systems applications; * Well-developed written and verbal communication skills; * Commitment to working as part of a team; * Current Drivers Licence. | |