# POSITION: Graduate Planning Officer

CLASSIFICATION: Band 5

EMPLOYMENT STATUS: Temporary Full Time

**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’.

**THE POSITION**

The Planning Department is responsible for Social, Statutory and Strategic Planning within South Gippsland Shire.

The Graduate Planning Officer will assist in the processing of Statutory Planning Applications with a focus on the creation and eventual implementation of identified key strategic projects as directed.

The key responsibilities of this role include –

* Process planning scheme amendments resulting predominantly from applications by developers and agencies.
* Process Statutory Planning Applications.
* Participate strategic town planning projects and initiatives and contribute to making recommendations to Council.
* Develop and assist in the implementation of strategic town planning initiatives as per the Annual Business Plan.
* Liaise with relevant officers to evaluate, analyse and make recommendations to Council on strategic planning issues.
* Ensure a high standard of service delivery within the strategic planning services area working closely with other officers in Strategic and Statutory Planning.
* Draft and administer planning policies and assess planning scheme amendments to encourage sustainable development.
* Communicate with all clients in an effective manner to encourage understanding of complex planning issues and the reasoning behind decisions made.
* Prepare high quality community consultation and engagement plans / strategies and convene public meetings
* Assist in representing Council at Planning Panels regarding to planning scheme amendment proposals at the direction of the Strategic Planning Coordinator and/or Manager Planning.
* Assist in representing Council at Victorian Civil and Administrative Tribunal (VCAT) hearings on planning permit and enforcement matters at the direction of the Manager Planning.

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 Planning on 03)5662-9200.

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

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

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| Accountability & Extent of Authority | |
| Band 5 (Generic) | Role Specific |
| * Resource supervision – freedom to act set by clear objectives and/or budgets, frequent consultation & regular reporting * Specialist advice or regulate clients – subject to close supervision or clear guidelines * Direct support & assistance – freedom not limited simply by standards & procedures | * Processing of planning scheme amendments. * Assist in the creation and implementation of identified key strategic projects at the direction of the Strategic Planning Coordinator and/or Manager Planning. * Accountable for the administration of Acts and Regulations for all relevant Authorities and specific delegations within the Planning process. * Authority to provide input into the ongoing review of the South Gippsland Planning Scheme * Authority to deal with planning permits, subdivision and liquor control matters in accordance with all relevant Acts, Regulations and Council Policies. * Authority to issue delegated planning permits in accordance with delegated powers. |
| Judgement & Decision Making | |
| Band 5 (Generic) | Role Specific |
| * Objectives usually well defined * Some problem solving using guidelines, professional/technical knowledge or experience * Problems may be complex & require creativity & originality * Guidance & advice usually available within time to make a choice | * Required to make decisions under the Planning and Environment Act 1987, the Subdivision Act 1988, the Liquor Control Act 1987 under powers of delegation. |
| Specialist Knowledge & Skills | |
| Band 5 (Generic) | Role Specific |
| * If interpreting regulations, will require an understanding of underlying principles as distinct from practices * Support employees * Understand long term unit goals & appreciation of wider organisation goals | * Experience in the use of Microsoft software packages. * Developing skills in community engagement and consultation. * Developing skills in official report writing and production of public documentation. * Knowledge of statutory and strategic planning processes. * Understanding of rural, urban, environmental, tourism and economic development issues. * Knowledge of the Planning and Environment Act 1987, Subdivision Act 1988, Victorian Civil and Administrative Tribunal Act 1998, Flora and Fauna Guarantee Act 1988, Heritage Act 1995, Liquor Control Reform Act 1998. * Understanding of the Victoria Planning Provisions and other State Government initiatives. |
| Management Skills | |
| Band 5 (Generic) | Role Specific |
| * Skills in managing time, planning, organising own work & setting priorities * Achieve specific objectives within available resources & timetable * If supervising – able to implement EEO, OH&S & training/development | * Responsible for coordination of consultants and contractors where required. * Project management skills * Ability to assist in improving efficiency and quality of service. |
| Interpersonal Skills | |
| Band 5 (Generic) | Role Specific |
| * Write reports in field of expertise and/or prepare external correspondence | * The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team * Ability to gain cooperation and assistance from key stakeholders, staff and their counterparts in external agencies to resolve specialist problems. * Demonstrated strong customer service focus. |
| Qualifications & Experience | |
| * A Town Planning tertiary degree or degree in a related field * Knowledge of statutory and strategic planning processes | |
| Role Specific Selection Criteria | |
| * A Town Planning tertiary degree or degree in a related field * Knowledge of statutory and strategic planning processes * Understanding of rural, urban , environmental tourism and economic development issues * Well developed written and verbal communications skills * Ability to work to deadlines and manage priorities * Current drivers licence | |