



INFORMATION PACKAGE

POSITION VACANT

STATUTORY PLANNER

CLOSING DATE: 5PM TUESDAY 13 AUGUST 2019

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Thank you for enquiring about this position. After reading the information package, should you like further information please contact Council's Manager Land Use Planning, Laura Schweiger, on 1300 445 586.

Applications may be e-mailed to vacancies@hilltops.nsw.gov.au or mailed to:

General Manager
Hilltops Council
Locked Bag 5
YOUNG NSW 2594

BY: COB (5PM) TUESDAY 13 AUGUST 2019

Boorowa
6-8 Market St
Boorowa NSW 2586
P: 1300 445 586

Harden
3 East St
Harden NSW 2587
P: 1300 445 586

Young
189 Boorowa St
Young NSW 2594
P: 1300 445 586



POSITION DESCRIPTION

POSITION		STATUTORY PLANNER
Directorate:		Sustainable Growth
Section:		Planning
Reports to:		Manager Land Use Planning
Direct Reports:		Nil
Grade:		Grade 12
Conditions of Employment:		<ul style="list-style-type: none">• Full-time / 35 hours per week / nine-day fortnight• NSW Local Government (State) Award 2017• 9.5% employer superannuation contributions

COUNCIL OVERVIEW

Formed in the merger of the former Young, Boorowa & Harden Shires, Hilltops Council provides for a wide-array of services throughout the Local Government Area (LGA).

This position will be part of a vibrant team of highly skilled town-planners dedicated to supporting their local community and encouraging development of our LGA.

PRIMARY PURPOSE OF THE POSITION

The Statutory Planner is responsible for providing development assessment and development control services to Council and the community.

KEY ACCOUNTABILITIES

- Respond to counter and other planning enquiries, and assess land use applications in accordance with Council's policies, procedures and relevant legislation
- Contribute to the development of planning policies and procedures
- Prepare written planning reports for presentation to Council, and attend meetings, workshops and forums on behalf of Council
- Undertake compliance activities in accordance with the relevant legislation
- Attend, and document outcomes of pre-lodgement meetings
- Liaise with various government departments on land use matters
- Act as an expert witness on behalf of Council
- Work independently, to a high ethical standard

KEY CHALLENGES

- Working with three (3) separate Local Environmental Plans (LEPs) pending a single comprehensive LEP for the LGA;
- Keeping up-to-date with regular changes to legislation.

SELECTION CRITERIA

Essential

1. Tertiary qualifications in urban and regional planning or equivalent.
2. Demonstrated and strong understanding of the application of the *Environmental Planning and Assessment Act, 1979* in relation to development assessment, development control and/or strategic planning.
3. Experience (preferably a minimum of 2 years) at working within the legislative framework of the *Environmental Planning and Assessment Act, 1979* in relation to development assessment, development control and/or strategic planning, preferably in a local government setting.
4. Strong written and verbal communication skills, including the ability to write reports to decision makers on complex matters, the ability to explain legislative and policy requirements and to present technical information in a clear and understandable manner.
5. Proven time and workload management skills.
6. Demonstrated flexibility in your work approach and a clear understanding of risk management within a legislative context.
7. Excellent interpersonal skills, including teamwork and the ability to negotiate and consult on complex matters involving a range of stakeholders or professional advice.
8. Demonstrated commitment to strong customer service and community focused outcomes.
9. Good knowledge of contemporary issues relevant to the responsibilities of Local Government in land use planning.
10. Demonstrated problem-solving and time management skills including meeting deadlines and adjusting to varying workloads and competing priorities.
11. Ability to operate independently and with minimal supervision.
12. To hold an unrestricted and current NSW Driver's Licence

Desirable

1. Significant computer skills in windows environment (Excel, Project, Word, Publisher)
2. High level problem solving and analytical skills
3. Previous Local Government experience

KEY MANAGERIAL ACCOUNTABILITIES

There are no managerial accountabilities for this position

KEY INTERNAL RELATIONSHIPS

Manager Land Use Planning	The Statutory Planner will report to the Manager of Land Use Planning, as the immediate supervisor to this role. They will provide regular updates on the progress of applications and work-related functions.
Environmental Health Officers, Engineers, Building and Compliance staff	The Statutory Planner will seek advice and input into development applications from these internal stakeholders to facilitate the assessment of the applications.

KEY EXTERNAL RELATIONSHIPS

External stakeholders	The statutory planner will need to engage with a variety of stakeholders (applicants, objectors, ratepayers, State Government agencies), to provide expert advice in relation to planning enquiries and to help with the application process to resolve issues.
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DECISION MAKING





The role is guided by the following legislation and codes of conduct:

- Environmental Planning and Assessment Act (NSW) 1979 and Regulations;
- Local Government Act (NSW) 1993 and Regulations;
- Hilltops Council Code of Conduct and policies.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available by [clicking here](#).

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

LOCAL GOVERNMENT CAPABILITY FRAMEWORK		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

LOCAL GOVERNMENT CAPABILITY FRAMEWORK		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none">• Demonstrates motivation to serve the community and organisation• Initiates team activity on organisation/unit projects, issues and opportunities• Seeks and accepts challenging assignments and other development opportunities• Seeks feedback broadly and asks others for help with own development areas• Translates negative feedback into an opportunity to improve
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none">• Models ethical behaviour and reinforces it in others• Represents the organisation in an honest, ethical and professional way and sets an example for others to follow• Promotes integrity, courage and professionalism inside and outside the organisation• Monitors ethical practices, standards and systems and reinforces their use• Proactively addresses ethical and people issues before they magnify
Relationships Communicate and Engage	Advanced	<ul style="list-style-type: none">• Presents with credibility and engages varied audiences• Translates complex information concisely for diverse audiences• Creates opportunities for others to contribute to discussion and debate• Demonstrates active listening skills, using techniques that contribute to a deeper understanding• Is attuned to the needs of diverse audiences, adjusting style and approach flexibly• Prepares (or coordinates preparation of) high impact written documents and presentations

ORGANISATIONAL ACCOUNTABILITIES

Workplace Health and Safety	'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety
Code of Conduct	Council's Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.
Equal Employment Opportunity	Hilltops Council supports a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.
Policies and Procedures	Comply with all Council's Policies, Management Guidelines and Procedures.
Customer Service	<ul style="list-style-type: none">• Provide effective service to Council customers and the community.• Provide effective service to internal customers.• Present a positive image of council.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with requirements of the position and will abide by Hilltops Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

Signature:

Date:

CONDITIONS OF EMPLOYMENT

Position	Statutory Planner
Grade	Grade 12
Salary Range	\$1,598.73 – \$1,771.35 per week plus 9.5% superannuation.
Award	Local Government (State) Award 2017
Employment Status	Permanent
Probation	An offer of employment will be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment will be confirmed at the end of the probationary period.
Hours of Work	35 hours per week
Leave entitlements	<ul style="list-style-type: none">• Four (4) weeks annual leave per full year of service on a pro-rata basis.• Annual leave accrues progressively over a 12-month service period and accumulates from year to year.• Three (3) weeks sick leave on commencement, which includes provision for carers leave on a pro-rata basis.• Other leave provisions as per Local Government (State) Award 2017.

ORGANISATIONAL STRUCTURE

