



POSITION DESCRIPTION

Position Title:	MANAGER PLANNING
Position no.	20180007
Department:	Planning and Environmental Services
Main purpose of the role:	Ensure Council's town planning functions are carried out in accordance with relevant legislation and policy in an efficient and effective manner.
Reports to:	Director Planning and Environmental Services
Subordinate Staff:	Departmental staff as required.
Hours of work:	8.30am to 5.00pm based on a 9 day working fortnight.
Salary Grade:	Grade 22
Disclosure of Interest Is the position required to complete a Disclosure of Interest Form (s441 <i>Local Government Act 1993</i>)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Last reviewed:	April 2018

PRIMARY RESPONSIBILITIES AND DUTIES

- Provide expert assessment of development proposals to ensure statutory requirements and Council standards are maintained and implemented.
- Administer town planning matters to ensure compliance with local policies and statutory requirements.
- Conduct special assignments and assessments requiring comprehensive knowledge and experience in town planning policies and practice.
- Prepare and review reports and development control plans.

- Develop and maintain Council's heritage management program.
- Represent Council in legal proceedings as required.
- Provide forward planning, training and budgeting advice.
- Assist with the development and modification of policies and procedures as required.
- Act as departmental director as required.
- Respond proactively to customer service requests and portray a positive image to all internal and external customers ensuring that they are treated in a polite and professional manner.
- Observe safe work practices at all times including the immediate reporting of any real or potential safety hazards.
- Advise staff and contractors of work health and safety requirements in accordance with legislative requirements and Council policies.
- Provide management and supervision of staff and contractors delegated to this position.
- Perform other duties as required.

SELECTION CRITERIA

- Appropriate qualifications in Town Planning or related discipline with relevant local government experience.
- Demonstrated ability to interpret and apply legislation.
- Demonstrated ability to communicate and interact at all levels and provide technical and policy advice to internal and external clients.
- Proven negotiation and conflict resolution skills with the ability to achieve satisfactory outcomes.
- Proven decision making and problem solving skills.
- Well-developed computer skills including word processing, spreadsheet and database skills.
- Demonstrated knowledge of work health and safety responsibilities and a commitment to assist in the provision of a safe work place.
- WorkCover Construction Induction (White) Card.
- Class C Drivers Licence.