

POSITION DESCRIPTION

POSITION TITLE & NUMBER:	Senior Statutory Planner (#309)
EMPLOYMENT STATUS:	Full time, Ongoing
CLASSIFICATION:	Band 7
FULL TIME STARTING SALARY:	\$99,276 plus superannuation
UNIT:	Statutory Planning

APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

THE CITY

Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future. The City works in partnership with our community to move toward this vision and deliver the Greater Bendigo Council Plan (Mir wimbul).

We are a values driven Organisation and committed to embracing diversity, flexibility and supporting employee training and development. The City provides a safe, inclusive and team orientated work place where people perform at their best. Further information is found at the [City of Greater Bendigo website](http://www.bendigo.vic.gov.au)

THE UNIT

The Statutory Planning unit aims to facilitate quality development while maintaining and protecting the City's assets. The unit's core services include assessing applications for planning permission, customer service and community consultation, providing the City with statutory advice, representation at VCAT and Planning Scheme Amendment panel hearings, providing services to external clients, planning enforcement, and internal liaison with other departments. Further information is found at [our website](http://www.bendigo.vic.gov.au)

POSITION OBJECTIVES

- Project manage complex planning enquiries and applications from lodgement to decision through assessment against the Planning Scheme.
- Delivering high quality decisions on land use and development proposals.

KEY RESPONSIBILITIES AND DUTIES

- Provide high quality and consistent advice to customers including local residents and professional developers and consultants.
- Manage a caseload of planning applications from lodgement to decision including assessment of compliance with the Planning Scheme.
- Preparation and presentation of reports on planning applications and other statutory planning matters to Council.
- Support the Coordinator Planning by providing accurate advice and guidance on planning matters to planners, student planners and other planning staff.
- Reviewing and approving planning reports of other planners, where delegated.
- Represent Council at Victorian and Civil Administrative Tribunal (VCAT).
- Contribute to other Council projects, priorities and policies according to skills and expertise.

Our Values & Behaviours



- Be committed to the continuous improvement of our processes and maintaining and building relationships across and outside the organisation with all stakeholders.
- Engender public confidence in planning approvals processes.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Leadership, staff development, statutory planning, budgets, attention to detail, problem solving, case management, surveying, municipal codes
Personal attributes:	Communication, motivating, encouraging, innovative, time management

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Planning
Supervises:	Provide advice and guidance to Planners and Student Planners
Internal Liaisons:	Staff members, Managers, Directors and other City employees
External Liaisons:	Service authorities, contractors, general public, customers and external suppliers

ADDITIONAL INFORMATION

- A satisfactory Police Record Check and evidence of any required vaccinations is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours may be required including early starts and/or evening work.

QUALIFICATIONS

- Degree or Diploma qualification with several years of subsequent relevant experience in Statutory Planning, or higher formal qualifications in Statutory Planning together with experience, or lesser formal qualifications with extensive relevant experience.

KEY SELECTION CRITERIA

- Excellent knowledge of the Planning and Environment Act 1987, Subdivision Act 1988 and the Victorian Planning Provisions combined with demonstrated experience practicing statutory planning.
- Excellent written and oral communication skills including the ability to gain the confidence and cooperation of stakeholders and customers, solve problems and facilitate approval processes.
- Skills in managing time, setting priorities and planning and organising one's own work and that of other employees so to achieve specific and set objectives in the most efficient way, with the available resources, within a set timetable despite conflicting pressures.
- Ability to provide guidance and support for other planners and planning staff through provision of accurate advice on planning statute and process.
- Ability to confidently represent Council at the Victorian Civil and Administrative Tribunal across a range of appeal types.
- Ability to contribute to City policy development and projects involving the Statutory Planning Unit.

BAND 7 CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- Responsible for providing specialist advice and to regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- Input into policy development and formulation within the area of expertise, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

JUDGEMENT & DECISION MAKING:

- The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. Ability to problem solve using the application of these established techniques to new situations and ability to recognise when these established techniques are not appropriate.
- Requirement to identify and analysis an unspecified range of options before a recommendation can be made into policy formulation.
- Guidance is not always available within the organisation.

SPECIALIST SKILLS & KNOWLEDGE:

- Ability to interpret regulations and an understanding of the underlying principles involved as distinct from the practices.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
- Excellent knowledge of the principles of planning and excellent understanding of the Victorian planning system.
- Knowledge of relevant computer based applications, especially planning specific software.
- Ability to show initiative to ensure that critical deadlines, such as those relating to application timeframes, Council meetings and VCAT hearings, are always met.
- Excellent knowledge of the Planning and Environment Act 1987, Subdivision Act 1988 and the Victorian Planning Provisions

MANAGEMENT SKILLS:

- Supervise and provide guidance and support to staff.
- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- An understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes.
- Contribute to the development and implementation of long term staffing strategies.

INTERPERSONAL SKILLS:

- Ability to demonstrate, display and promote the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- High level written and oral communication skills.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems and with other City employees to resolve intra-organisational problems.
- Ability and commitment to maintain confidentiality at all times.