**HILLTOPS COUNCIL**

**POSITION DESCRIPTION**



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| Reviewed: June 2016 | |
| Position Title: | Land Use Planner |
| Reports to: | Director Planning |
| Directorate: | Planning |
| Award: | Local Government (State) Award 2014 |
| Award Band & Level: | Professional Band 3 Level 2  Grade 26 $1489.87 - $1609.05 |
| Status:  Hours: | Permanent Full Time 35hrs per week  35 hrs per week nine-day fortnight |

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| 1. Purpose |

The Land Use Planner position is required to provide development assessment and development control services to Council and the community. Council operates three service centres at Boorowa, Harden and Young and the position may be based at any of Council’s service centres on either a permanent or rotating/rostered basis.

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| 1. Reporting Relationships |

This position reports to the Director Planning.

Internal Liaisons: Director Planning, Planning Team, Building Team, Council Staff.

External Liaisons: State Government Agencies, in particular the Department of Planning, service authorities, members of the public, ratepayers, developers, applicants, consultants, solicitors, other Council’s and Government agencies

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| 1. Key Accountabilities |

* Assess land use applications in accordance with Council’s policies, procedures and relevant legislation
* Respond to counter and other planning enquiries.
* Contribute to the development of planning policies and procedures.
* Prepare written planning reports for presentation to Council.
* 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 of behalf of Council.
* Work independently to a high ethical standard.

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| 1. Authority and Accountability |

* The position’s prime responsibility is the provision of quality land use advice to the community.
* Freedom to act is subject to regulations, policies, supervision and delegations. The effect of decisions and actions taken in this Band on individual clients may be significant but it is usually subject to appeal or review by the Director Planning.

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| 1. Judgement and Problem solving |

* Specialised skills with methods, procedures and processes developed from theory and precedent.
* Involves improving and developing methods and techniques based on previous experience.
* Analytical skills to develop and implement solutions to complex land use planning issues and prepare detailed reports, advice and recommendations.
* Involves solving problems by applying known techniques to new situations.
* Guidance and advice is usually available.

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| 1. Specialist Knowledge and Skills |

* Possess specialist knowledge and experience in land use planning and control.
* Ability to deliver quality services in a legislative and strategic framework.
* Ability to communicate complex issues in a clear and simple manner.
* Possess sound judgement on development and environmental issues as they relate to land use in a local government context.
* Ability to achieve quality land use outcomes with clients and team members.
* Possess strong problem solving skills supported by technical knowledge and experience.
* Possess a strong understanding and knowledge of local government functions and statutory obligations.
* Ability to analyse a complex range of issues and prepare detailed reports, advice and recommendations.

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| 1. Management Skills |

* Skills in managing time, setting priorities, 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 and time available.
* The ability to coordinate, monitor and report on multiple projects.
* An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, work health and safety and employees development.

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| 1. Interpersonal Skills |

* High interpersonal skills including team interactions, managing difficult customers, managing competing interest and liaising with the community.
* The capacity to present information, negotiate outcomes and resolve conflicts.
* The ability to gain co-operation and assistance from clients, members of the public, consultants and contractors.
* The ability to liaise with counterparts in other organisations to discuss specialist matters and with employees in other functions within the organisation to resolve intra-organisational problems.
* Ability to transfer knowledge and skills to others.
* Willingness and ability to work under minimal supervision as well as to work as a member of a team of professionals.

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| 1. Qualifications and Experience |

* Tertiary qualifications in land use planning
* Experience in land use planning in a local government setting
* Experience in assessing land use and planning applications
* Experience in the preparation of Council planning assessment reports

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| 1. Key Performance Measures |

* Performance against key requirements of the position description.
* Planning and organisational abilities.
* Communication and team work within the Officer’s work area and across the organisation.
* Productivity levels
* Reporting on development applications within statutory and agreed timeframes.
* Conditions imposed are legal, enforceable and appropriate to achieve the outcomes of legislative requirements and Council policies.
* There are no examples of inaccurate or unsound professional advice
* All statutory obligations are met

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| 1. Selection Criteria – Knowledge, Skills, Experience and Qualifications |

***Essential***

* Tertiary qualifications in urban and regional planning or equivalent.
* 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.
* 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.
* 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.
* Proven time and workload management skills.
* Demonstrated flexibility in your work approach and a clear understanding of risk management within a legislative context.
* Excellent interpersonal skills, including team work and the ability to negotiate and consult on complex matters involving a range of stakeholders or professional advice.
* Demonstrated commitment to strong customer service and community focused outcomes.
* Good knowledge of contemporary issues relevant to the responsibilities of Local Government in land use planning.
* Demonstrated problem-solving and time management skills including meeting deadlines and adjusting to varying workloads and competing priorities.
* Ability to operate independently and with minimal supervision.
* To hold an unrestricted and current NSW Driver’s Licence

***Desirable***

* Significant computer skills in windows environment (Excel, Project, Word, Publisher, etc)
* High level problem solving and analytical skills
* Previous Local Government experience

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| 1. Multi skilling, Training and Progression |

In accordance with the Local Government (State) Award, Hilltops Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Hilltops Council may direct the employee to carry out such duties that are within the limits of the employee’s skill, competence and training.

Employees shall have reasonable and equitable access to education and training, such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

Progression through the salary system shall be based upon the acquisition and use of skills. Where skills based progression is not reasonably available within the salary range for the position, employees shall have access to progression based on the achievement of performance objectives relating to the position. Such performance objectives shall be set in consultation with the employee. Skills based progression for most positions in Council’s structure will apply between steps 1-4.

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| 13. WHS Responsibilities & Performance Measures |

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| **Key Responsibilities** | **Performance Indicators** |
| Ensuring all work is performed in accordance with requirements of Council's Work Health and Safety policy, procedure and legislation | * Conformance to WH&S policy and procedures * Knowledge of, and use of SWMS and Standard operating procedures * Completion of Plant Start-Up Sheets * Complete Risk Assessments |
| Taking reasonable care for own Health and Safety as well as that of others | * Use of SWMS and Standard operating procedures * Complete Risk Assessment |
| Having an understanding of the Work Health and Safety requirements associated with their employment | * Training records * Input at team meetings |
| Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor | * Hazard identification reports completed * Workplace inspection reports |
| **Key Responsibilities** | **Performance Indicators** |
| Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. | * PPE worn and maintained * Knowledge and use of Standard operating procedures |
| Working in accordance with relevant standards | * Training records * Supervisor site inspection records |
| Correct Manual Handling techniques are identified and used | * Manual Handling included in all risk assessments * Training in Manual Handling * Correct techniques followed |
| Correct Ergonomics of office workstations are followed | * Demonstrate ability to set up workstation ergonomically |

**Job Demands Checklist**

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

**This form is to be completed by the manager/supervisor of the position being recruited**

**Position:** Land Use Planner

**Directorate:** Planning

**TASKS PERFORMED**: Land Use Planning

**FREQUENCY DEFINITIONS**

Occasional .........Activity exists up to 1/3 of the time when performing the task

Frequent .............Activity exists between 1/3 and 2/3 of the time when performing the task. Constant .............Activity exists more than 2/3 of the time when performing the task. Repetitive............Activity involves repetitive movements.

Manager to tick relevant box

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| ***Demands*** | ***Description*** | **Frequency** | | | | |
| **O** | **F** | **C** | **R** | **N**  **A** |
| Physical Demands of Job Tasks | | | | | | |
| Kneeling/Squatting | Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low  levels |  |  |  |  |  |
| Leg/Foot Movement | Tasks involve use of the leg and or foot to operate machinery |  |  |  |  |  |
| Hand/Arm Movement | Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting. |  |  |  |  |  |
| Bending/Twisting | Tasks involve forward or backward bending or twisting at the waist. |  |  |  |  |  |

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| ***Demands*** | ***Description*** | **Frequency** | | | | |
| **O** | **F** | **C** | **R** | **N**  **A** |
| Standing | Tasks involve standing in an upright position without moving about |  |  |  |  |  |
| Driving | Tasks involve operating any motor powered vehicle  Types of vehicles:  Passenger vehicle/Utility |  |  |  |  |  |
| Driving | Tasks involve driving vehicle on unsealed roads. |  |  |  |  |  |
| Sitting | Tasks involve remaining in a seated position during task performance |  |  |  |  |  |
| Reaching | Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended. |  |  |  |  |  |
| Walking/Running | Tasks involve walking or running on even surfaces |  |  |  |  |  |
| Tasks involve walking on uneven surfaces |  |  |  |  |  |
| Tasks involve walking up steep slopes |  |  |  |  |  |
| Tasks involve walking down steep slopes |  |  |  |  |  |
| Tasks involve walking whilst pushing/pulling objects |  |  |  |  |  |
| Climbing | Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees |  |  |  |  |  |
| Working at heights | Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground. |  |  |  |  |  |
| Lifting/Carrying | Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms |  |  |  |  |  |
| 1. Light lifting/carrying (0-9 Kg) |  |  |  |  |  |
| 2. Moderate lifting/carrying (10-15 Kg) |  |  |  |  |  |
| 3. Heavy lifting/carrying (16 Kg and above) |  |  |  |  |  |
| Pushing/Pulling | Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking. |  |  |  |  |  |
| Grasping | Tasks involve gripping, holding, clasping with fingers or hands. |  |  |  |  |  |
| Manual Dexterity | Tasks involve fine finger movements – i.e. keyboard operation, writing. |  |  |  |  |  |
| Sight | Tasks involve use of eyes (sight) as an integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night. |  |  |  |  |  |
| Hearing | Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment |  |  |  |  |  |
| Smell | Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals |  |  |  |  |  | |
| Taste | Tasks involve use of taste as an integral part of task performance |  |  |  |  |  | |
| Touch | Tasks involve use of touch as an integral part of task performance |  |  |  |  |  | |

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| ***Demands*** | ***Description*** | **Frequency** | | | | |
| **O** | **F** | **C** | **R** | **N**  **A** |
| Psychosocial Demands | | |  | | | | |
|  | Tasks involving customer service (members of the public & clients) |  |  |  |  |  | |
|  | Tasks involve interacting with distressed or angry people |  |  |  |  |  | |
|  | Tasks involve interacting with people with mental illness/disability |  |  |  |  |  | |
| Working Environment | | |  | | | | |
| Lighting | Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare |  |  |  |  |  | |
| Sunlight | Exposure to sunlight |  |  |  |  |  | |
| Temperature | Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room |  |  |  |  |  | |
| Confined Spaces | Tasks involve working in confined spaces |  |  |  |  |  | |
| Accident Risk | | |  | | | | |
| Surfaces | Tasks involve working on slippery or uneven surfaces |  |  |  |  |  | |
| Housekeeping | Tasks involve working with obstacles within the area – bad housekeeping |  |  |  |  |  | |
| Heights | Tasks involve working at heights below knee level and/or above shoulder height. |  |  |  |  |  | |
| Manual Handling | Tasks involve manual handling. |  |  |  |  |  | |
| Biological Hazards | | |  | | | | |
| Biological Products | Tasks involve working around Waste water/ garbage etc. |  |  |  |  |  | |

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| **NOTE THAT SIGNING THE PD INDICATES AN AGREEMENT AND ACCEPTANCE OF THE CONTENT AND CONDITIONS** |

**Acceptance (Employee):**

I agree to the current requirements of the Position Description as at / /\_

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| Signed: |  | Date: |  |
|  | (Employee) |  |  |
|  | |  |  |
|  | |  |  |
| Signed: |  | Date: |  |
|  | (General Manager) |  |  |