



## INFORMATION PACKAGE

### POSITION VACANT

### LAND USE PLANNER

REF NO: F133.01.192

**CLOSING DATE: 12PM TUESDAY 12 SEPTEMBER 2017**

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Thank you for enquiring about this position. If, after reading the information package, you would like further information please contact Council's HR Officer, Helen Thompson on (02) 6380 1234.

Application may be e-mailed to [vacancies@hilltops.nsw.gov.au](mailto:vacancies@hilltops.nsw.gov.au) or mailed to:  
The General Manager,  
Hilltops Council,  
Locked Bag 5,  
YOUNG NSW 2594

**BY: 12PM TUESDAY 12 SEPTEMBER 2017**

#### Boorowa

6-8 Market St  
Boorowa NSW 2586  
P: (02) 6380 2000  
F: (02) 6380 1299

#### Harden

3 East St  
Harden NSW 2587  
P: (02) 6386 0100  
F: (02) 6380 1299

#### Young

189 Boorowa St  
Young NSW 2594  
P: (02) 6380 1200  
F: (02) 6380 1299

## POSITION DESCRIPTION

POSITION	LAND USE PLANNER
Directorate:	Sustainable Growth
Section:	Planning
Reports to:	Manager Land Use Planning
Direct Reports:	Nil
Grade:	Grade 12
Conditions of Employment:	Full time. 35hrs per week nine-day fortnight NSW Local Government (State) Award 2017 9.5% employer superannuation contributions.

### PURPOSE OF THE POSITION

The Land Use Planner 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.

### 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.

### KEY MANAGERIAL ACCOUNTABILITIES

There are no managerial accountabilities for this position

## LIMITS OF AUTHORITY

Act within regulations and Council policies and guidelines. Decisions will either be guided by practices, procedures and precedent or will be made in consultation with the Manager, Land Use Planning.

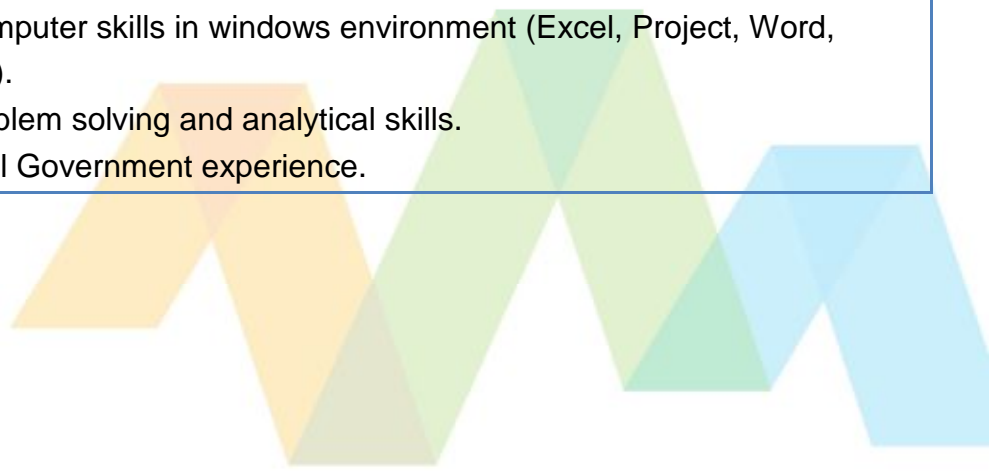
## SELECTION CRITERIA

### 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.
- 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.



## 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"><li>• Provide effective service to Council customers and the community.</li><li>• Provide effective service to internal customers.</li><li>• Present a positive image of council.</li></ul>

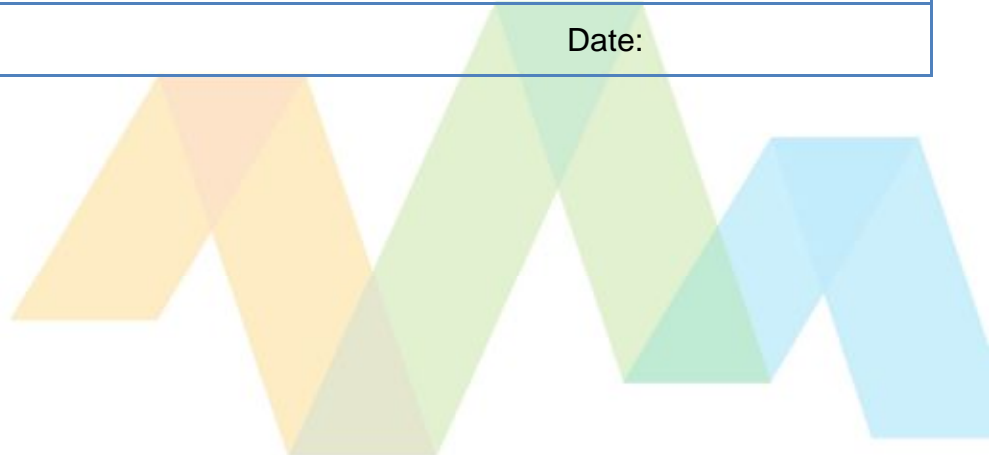
## ACCEPTANCE

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	Land Use Planner
Ref No	F133.01.192
Grade	Grade 12
Salary Range	The salary range for this position is \$1521.70 to \$1686.00 per week plus 9.5% superannuation.
Award	Local Government (State) Award 2017
Employment Status	Full Time.
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.
Pre-employment Medical	Applicants may be requested to undertake pre-employment medical assessments at Council's expense to determine that the applicant is safely able to undertake the duties of the position.
Leave entitlements	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12-month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement, which includes provision for carers leave.</p> <p>Additional 3 weeks accumulated on each anniversary of appointment.</p> <p>Other leave provisions as per Local Government (State) Award 2017.</p>



# Hilltop's Structure by Service

