



# Position Description – Principal Statutory Planner

<b>Position:</b>	<b>Principal Statutory Planner</b>
<b>Band:</b>	<b>Band 7</b>
<b>Position Number:</b>	<b>10029</b>
<b>Business Unit:</b>	<b>Statutory Planning</b>
<b>Directorate:</b>	<b>Planning and Development</b>

<b>Name of Occupant</b>	Vacant
<b>Date Approved</b>	24 March 2021
<b>Approved By</b>	Manager Planning

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## Position Objective

As a senior member of Council's Statutory Planning Team, the Principal Statutory Planner is required to provide specialist advice, project manage and make recommendations associated with more complex proposals and applications in accordance with relevant planning provisions. In addition, the Principal Statutory Planner will lead and support the development of Council's Statutory Planning Officers, initiate, manage and deliver process improvement projects and initiatives, and operate as an effective and innovative member of the Statutory Planning team. This position requires ongoing interaction with the Baw Baw community and professionals within the development industry, as well as relationship building with internal departments, Councillors, and external government and other agency stakeholders.

## Key Responsibility Areas

The following are the key responsibility areas for the position:

### Coordination

- Assist the Statutory Planning Coordinator in the management of the budget for Statutory Planning.
- Ensure staff are kept abreast of planning policy and legislative changes as well as all relevant Council policies.
- Coordinate the implementation of quality processes and process improvements for all planning and related office functions and to keep such processes under regular review, in

consultation with all staff (including delegation arrangements, delivery of customer service, standard reports, planning conditions and letters).

- Assist the Statutory Planning Coordinator in coordinating training and development for all statutory planning related staff.
- In conjunction with the Statutory Planning Coordinator:
  - actively work to build and enhance relationships with internal and external customers and foster a corporate approach with staff;
  - convene regular staff meetings;
  - assist in overseeing the delegation functions of the development planning team & ensure adopted planning processes & Council policies are followed.

## Leadership

- Provide day to day advice, guidance and direction to staff, as well as provide formal feedback on performance and assist with individual reviews.
- Co-ordinate and lead statutory planning input into strategic matters and planning changes.
- In consultation with the Statutory Planning Coordinator, delegate planning applications within agreed timeframes.
- Maintain a pro-active interest in professional development activities, and encourage the team to participate in development opportunities.
- Sign off standard planning applications in accordance with delegated authority.

## Planning

- Process major and complex planning applications and undertake other planning assignments with a minimum of delay and with full professional judgement and competence.
- Prepare reports on planning matters recommending appropriate action to be taken by Council.
- Represent Council as an advocate at the Victorian Civil and Administrative Tribunal and Planning Panels from time to time, as required.
- Recommend create solutions and resolve complex issues by negotiation and mediation, where practical.
- Prepare clear and accurate reports to Council delegates, Planning leadership team, and Council on planning applications / matters.
- Provide input, where necessary, to strategic documents, including planning scheme amendments, urban design frameworks, structure plans, and design manuals.

- Analyse existing internal processes, identify strengths and weaknesses, and make recommendations on process improvements within the Department to solve complex planning problems.
- Assist the Compliance Team with the investigation, reporting and initiating of action on any breaches of the Planning Scheme(s), Act(s) and Permits issued or managed by Council.

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

## Organisational Relationships

Reports to:	Coordinator Statutory Planning
Supervises:	Senior Statutory Planners, Senior Statutory Planning Customer Service Officers, Statutory Planners
Internal Liaisons:	All departments of council as required particularly Community Assets, Economic Development, Environment Sustainability and Strategic Planning.
External Liaisons:	State, Regional and Local Government, State Authorities, Referral Authorities, Planning Consultants and Customers including surveyors, permit applicants, objectors and all persons with general planning enquiries

## Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

**Optimistic** – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

**Pragmatic** – by resolving issues and making the best possible use of our time, effort and resources.

**Respectful** – of ourselves, our Council and of the diverse views and perspectives of our community.

**Supportive** – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

**Authentic** – by undertaking our work in an open, honest and transparent manner.

## Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

## Qualifications and Experience

The qualifications and experience required for the position include:

- A relevant tertiary qualification in Urban and Regional Planning and/or a closely related field with several years' relevant professional experience.
- Demonstrated experience in a similar role, working with and implementing planning schemes and regulations.
- Proven experience in managing complex planning applications and participating in Planning matters at VCAT.
- Experience in leading and managing professional staff.
- Current Drivers Licence

## Key Selection Criteria

- Qualifications and/or experience as outlined above.
  - Proven experience in the leadership and development of staff by coaching, motivating and influencing.
  - A thorough understanding of the Victorian planning system.
  - Ability to identify potential complex problems and circumstances, identify key issues and possible solutions and make consistent decisions based on clear and logical analysis.
  - Well-developed interpersonal skills, with the ability to liaise and communicate with all levels of management, Councillors, colleagues and the public.
  - Demonstrated experience in identifying and implementing process improvements in alignment with corporate objectives.
  - Advanced negotiation skills with experience in influencing outcomes.
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## Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Initiate and conduct negotiations, liaison and consultation on Council's behalf in the pursuit of specific objectives for statutory planning.
- Direct, guide and review a small team of Statutory Planning staff in consultation with the Statutory Planning Coordinator.
- Work under minimal supervision, with duties assigned by either verbal and/or written instructions, occasionally including details of the methods and procedures to be followed.
- Decisions and actions may have a significant effect on individual customers/stakeholders and may be subject to review management.

- Identify potentially complex problems and circumstances, identify key issues and possible solutions and make consistent decisions based on clear and logical analysis.
- Proactively plan for the land use and development needs of the municipality
- Responsible for ensuring land use and development objectives are met in accordance with set timeframes and budget limitations.
- Review and implement procedures and guidelines in accordance with relevant legislation.

## Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Provide support to the Statutory Planning Coordinator to achieve organisational goals.
- Ability to identify and analyse problems and opportunities related to statutory planning and skills in selection of the preferred course of action.
- Demonstrate sound judgment and decision-making skills to achieve appropriate planning outcomes.
- The ability to make decisions and undertake actions, which may have a substantial effect on individual clients.
- Problem solve, in accordance with Council and Department guidelines and procedures, and the application of professional or technical knowledge.
- The nature of statutory planning work is usually specialised, with methods, procedures and processes developed from theory or precedent. The work may involve improving and /or developing methods and techniques based on previous experience.

## Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Demonstrated knowledge of principles and best practise of statutory planning.
- Competence and ability to work as a team member and provide advice, leadership, mentoring and support to other members of the planning department.
- Ability to prepare concise, well-structured reports and correspondence.
- Well-developed computer literacy, with an understanding of relevant software applications.
- Proven ability to exercise a high standard of professional judgement when assessing permit applications and other matters against the Victorian Planning Provisions.

- Ability to plan, manage-time, set priorities and promote these skills in other staff.
- Commitment to delivering high quality customer service and operational efficiency.
- Ability to deliver high quality outcomes in alignment with Councils Corporate objectives.

## Management Skills

The required management skills include:

- Demonstrated ability to effectively motivate staff in an enthusiastic and professional manner whilst providing day to day support for the team, and fostering a culture of teamwork.
- Proven capability in setting priorities, planning and organising own work, to achieve set objectives in the most efficient way possible, within the resources available and within the set timeframe.
- Understanding of Human Resource Management Principles and demonstrated emotional intelligence.
- Ability to be creative, innovative but sensitive to the needs of staff to obtain support, for achieving work objectives.
- Knowledge of urban planning and development issues.

## Interpersonal Skills

Interpersonal skills include the ability to:

- A strong understanding and commitment to the principles of excellent customer service.
- Possess high level of negotiation skills with the ability to gain co-operation and assistance from members of the public, other employees and other organisations.
- Developed aptitude to communicate clearly and logically in relation to statutory planning matters, particularly in a written report format.
- Ability to motivate, influence and gain respect from colleagues and customers.

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**ACCEPTED** for and on behalf of the **EMPLOYEE**

[acceptance\_status]

## Acceptance of Employee

[candidate\_name]

Name of Employee

[acceptance\_date]

Date