



Position Description – Statutory Planning Officer

Position:	Statutory Planning Officer
Band:	5
Position Number:	1744
Business Unit:	Statutory Planning
Directorate:	Planning and Development

Name of Occupant	Vacant
Date Approved	19 March 2018
Approved By	Chief Executive Officer

Position Objective

The primary objectives of the position are:

- To provide a high-quality service in the performance of Council's statutory planning duties.
- To provide professional, timely and accurate advice with respect to the Planning and Environment Act 1987 and the Baw Baw Planning Scheme.

Key Responsibility Areas

The following are the key responsibility areas for the position:

- The ability to provide recommendations and assess a variety of planning applications and requests for related planning matters on both private and Council owned land within specified timeframes.
- Prepare reports and planning permit applications as required.
- The ability to consult and provide planning advice to the community, applicants and referral authorities in the assessment of planning proposals and future land use.
- Contribute to continuous improvement of processes within the Statutory Planning unit to improve the performance.
- Provide support and assistance to team members in assessing planning applications and undertaking planning duties.
- Undertake specialist projects as required.

- Under direction assist in the research and investigation of Planning Scheme Amendments and provide recommendations on potential solutions.
- Develop links with other organisations, community groups and individuals to promote the benefits of planning.
- Develop strong and positive relationships with internal and external customers.
- All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to:	Statutory Planning Officer
Supervises:	Nil
Internal Liaisons:	All Council staff
External Liaisons:	Referral Authorities, Department of Transport Planning and Local Infrastructure, VCAT (Planning Division) and other Government Departments

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.

Qualifications and Experience

The qualifications and experience required for the position include:

- A Degree or diploma in Statutory Planning or other relevant tertiary qualification with little or no experience or lesser formal qualifications with work skills and relevant experience.

- Well-developed computer skills in particular with Microsoft Word, PowerPoint and Excel.
- Current Victorian driver's licence.

Key Selection Criteria

- Qualifications and experience as outlined above.
- Experience in working closely with communities to gain cooperation and facilitate positive results.
- Well-developed written and oral communication skills, to enable facilitation of groups, preparation of reports and documentation of strategy, procedures and presentation of ideas.
- Project management skills.
- Ability to make and articulate sound judgements and recommendations.
- Ability to display initiative and develop innovation and creative approaches to problem solving.
- Ability to work effectively in a team environment.

Accountability and Extent of Authority

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

- The position is required to operate within the scope of established objectives, with regular reporting and guidance available.
- Develop and review programs, trends and forward planning opportunities for towns and rural communities, governing bodies and funding body guidelines.
- Produce high quality, effective, timely and appropriate work within the scope of this role.
- Contribute to the achievement of team objectives, in alignment with Council policy and in accordance with Council's values.
- The ability to liaise and gain cooperation with other staff across the organisation in dealing with various matters.

Judgement and Decision Making

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

- The ability to problem solve using guidelines, policies, procedures, technical knowledge and experience creatively and originally when required.
- The ability to organise information for distribution effectively and in a manner that is easy to understand.
- Ability to make sound judgements and recommendations with guidance and advice usually available from more senior staff members.
- Ability to display initiative and develop innovation and creative approaches to problem solving.

Specialist Skills & Knowledge

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

- Demonstrated knowledge of legislation, including the Planning and Environment Act 1987, other related legislation and statutory planning procedures.
- Ability to undertake projects as directed.
- Awareness of planning and subdivision processes and planning principles.
- Demonstrated skills in investigating, analysing, and reporting.
- Ability to develop innovative solutions to problems and to adapt to new tasks and systems.
- Ability to manage tasks within given timeframes to meet priority time lines.
- Advanced computer skills particularly in MS Office suite.
- Understanding of long term unit goals and policies of unit and the wider organisation.

Management Skills

The required management skills include:-

- Prioritise a conflicting work load whilst maintaining a friendly and customer focussed approach at all times and in a manner that will enable objectives to be met;
- Respond quickly to new situations, drawing where possible on knowledge, precedent and/or experience.
- Proactive approach to all tasks.
- The ability to handle a variety of planning issues concurrently.

- Ability to solve problems through discussion and teamwork.

Interpersonal Skills

Interpersonal skills include:-

- Sound written and verbal communication skills.
 - The ability to establish positive working relationships with colleagues and people in other organisations;
 - Skills in preparation of correspondence, documents and reports that are clear, concise and detailed in a logical manner.
 - Experience in working closely with communities to gain cooperation and facilitate positive results.
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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