

Position Description

Trainee Planner

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: June 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Eligibility for a Commonwealth supported place at university.

Assessed entry level of position within salary system:	Operational Band T4 –T10
Position limit within salary system: (20 Grade structure)	N/A
Status of position:	Temporary – Traineeship
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Environment, Planning & Community
Section/Unit:	Environment, Development & Strategic Planning
Team:	Development Services
Work base:	Grafton, however, this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Development Services Coordinator
Level of support and supervision:	High
Level of personal management	Low
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within Council but primarily within Environment, Development & Regulated Services
External contacts:	General public, government agencies, consultants, developers

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Walking on uneven ground and up and down slopes and embankments

Frequent bending

Frequent driving

Purpose of the position

To undertake town planning functions administered by Council. This will include assisting the assessment, approval and regulation of development applications, planning proposals, and strategic land use policies and projects, with exposure to other associated Council functions.

To complete an appropriate course of study that enables eligibility for membership of the Planning Institute of Australia. Recommended courses and associated universities include as follows:

- Bachelor of Urban and Regional Planning – University of New England
- Bachelor of Planning – Western Sydney University
- Bachelor of Spatial Science (Honours)(Urban and Regional Planning) – University Southern Queensland

Major duties and responsibilities

Assist in the assessment and approval of development/activity applications under the Environmental Planning and Assessment Act 1979 and Local Government Act 1993.

Assist in preparation of strategic land use policies, instruments and projects

Assist in the assessment of environmental impacts of existing and proposed development.

Provide administrative support to professional staff.

Maintain various registers, legislation documents and technical journals.

Prepare reports to Supervisors, as required

Perform public enquiry counter duties, as required.

Contribute to the promotion of Council services.

Contribute to one's own professional development.

Undertake any other town planning duties as directed from time to time by the Manager or Supervisor.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Eligible to enrol in or be currently undertaking the early stages of approved courses as listed in the purpose of the position in this position description

Eligibility for a Commonwealth supported place at university

Knowledge of, or genuine interest in, town planning issues

Licences/tickets, clearances, membership

Current Drivers Licence

Position related skills

Demonstrated information technology skills including general literacy in email and internet programs and Basic proficiency in Microsoft Word

Demonstrated interpersonal skills, and written and verbal communication skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Demonstrated ability to interpret instructional information and apply to on the job situations

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Knowledge of Local Government

Licences/tickets, clearances, membership

Construction Induction White Card

Other features of this position may include

A requirement to work from other Council offices from time to time.

Council based trainees are engaged in accordance with the 'Council Trainees Protocol' which includes:

- Payment of course fees for an approved course of study (subject to satisfactory completion of units)
- Purchase of prescribed text books required for the training, which will remain in the possession of the trainee
- Access to study leave

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee