Position Description

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| **Position Title:** | **SENIOR TOWN PLANNER** |
| **Department:** | **PLANNING AND ENVIRONMENTAL SERVICES** |
| **Award Band and Level:** | **B3L3** |
| **Salary Grade:** | **GRADE 16 – GRADE 17** |
| **Last Review Date:** | **DECEMBER 2017** |

**POSITION REPORTS TO**

Manager Development and Planning

**POSITIONS REPORTING TO THIS ONE**

Nil

**INTERNAL LIAISON**

Planning and Environmental Services staff

Infrastructure Services staff

Business and Finance staff

**EXTERNAL LIAISON**

Ratepayers, Developers and Property owners

Community groups

State and Federal Government Departments

Other Councils

**DEPARTMENT OBJECTIVES**

To provide services to the community including:

* Strategic planning and development assessment.
* Environmental and natural resource management.
* Waste management.
* Animal Control.
* Economic Development.
* Health and building.

**POSITION OBJECTIVES**

* Assess more complex and contentious Development Applications to ensure that Council’s statutory and planning obligations are met.
* Co-ordinate all inputs to provide advice on the outcome of development assessments and to ensure response timeframes and quality development outcomes are met.
* Prepare accurate and comprehensive reports and correspondence on development matters to facilitate timely decision making and outcomes, and to respond to applicants and community stakeholders.
* Coordinate and manage Natural Resource and Environmental Projects.
* Prepare and implement environmental planning strategies, including planning proposals, development control plans and local environmental plans.
* Apply conflict resolution strategies.
* Guide, assist and provide support to Town Planner and Development Control Officer to build team capability and best practice in the efficient and quality processing of allocated development assessment work.
* Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.
* Assist with the provision of custom service support.
* Attend meetings and participate in stakeholder engagement activities to understand and meet the needs of the local community.
* Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.

**KEY RESPONSIBILITIES**

1. Assessment of major development projects.
2. Environmental and Natural Resource Management planning.
3. Preparation and implementation of environmental planning strategies.
4. Assist with the provision of strategic planning advice to developers, property owners and the community.
5. Floodplain Management.
6. Heritage and Civic Image planning.
7. Street trading and footpath dining.
8. Customer service.

**TASKS**

1. Co-ordinate environmental, strategic planning and Civic Image projects relating to street trading, Smoke Free Zones, heritage and open space strategies to achieve completion of works in accordance with the adopted works program.
2. Implement and monitor floodplain management policies and programs.
3. Process major development applications and preparation of documentation.
4. Assist in setting goals, standards and priorities for preparation of strategic plans.
5. Undertake the review and preparation of Local Environmental Plans and Development Control Plans for the Shire to ensure relevance to current and future needs having regard to environmentally sustainable development strategies.
6. Improve the built environment by promoting an innovative standard of design in new developments and the refurbishment of existing premises.
7. Provide professional advice on development control having regard to environmentally sustainable development and natural resource management within the Development Assessment Unit.
8. Promote the values of heritage conservation through formulation of heritage policy.
9. Encourage environmental protection and sustainable resource management through integrated planning initiatives and interaction with community based environmental and resource management committees and relevant Government agencies.
10. Assist with the preparation of planning initiatives to encourage economic development.
11. Manage the income and expenditure of funds allocated to natural resource environmental and heritage planning projects.
12. Provide customer service relative to planning, development, environmental, natural resource and heritage issues and complete customer request information.
13. Resolve through negotiation and conflict resolution matters of dispute in the development control areas.
14. Prepare Section 149 Planning Certificates.
15. Attend relevant Council Government agency and Committee meetings as required.
16. Utilise Council’s electronic systems, including records management, applications and GIS.
17. Prepare and give expert evidence in relation to matters before the Land and Environment Court of NSW.
18. Contribute actively to the overall performance of the Department through support of the Manager Development and Planning and Director of Planning and Environmental Services.
19. Guide, assist and provide support to the Town Planner, Development Control Officer and student planners to build team capacity and best practice in the efficient and quality processing of allocated development assessment work.
20. Act in position of Manager Development and Planning as required.
21. Attend Council meetings as required to present and respond to enquiries regarding development applications and recommendations.
22. Promote the positive and collaborative culture and values of the organisation through open fair and transparent decision making and ethical, professional behaviour.

**DELEGATIONS**

1. **ADMINISTRATIVE**

**TBA**

**2. FINANCIAL**

**TBA**

**CORE COMPETENCIES:**

All Council employees are required to achieve and maintain an acceptable level of competence in the following areas. Assessment will be ongoing with a formal review to occur annually.

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| No. | Competency | Yes | No | Comment |
| 1 | Demonstrate knowledge of Council’s purpose, structure, values and services. |  |  |  |
| 2 | Display a customer focused attitude both internally and externally |  |  |  |
| 3 | Communicate in a clear and concise manner |  |  |  |
| 4 | Deliver a high quality service and seek ways to improve work processes |  |  |  |
| 5 | Co-operate with other employees and assist in enhancing team morale. |  |  |  |
| 6 | Demonstrate and maintain a high level of integrity and confidentiality. |  |  |  |
| 7 | Actively discourage all forms of discrimination and harassment. |  |  |  |
| 8 | Demonstrate an understanding of Council’s Occupational Health and Safety policies and procedures and conform to all OHS requirements of the job. |  |  |  |
| 9 | Seek to improve performance by gaining new skills and knowledge through training and education. |  |  |  |

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| **Assessed Core Competency Level** | **E** | **1** | **2** | **3** | **4** | **Date** |

**POSITION SPECIFIC COMPETENCIES & ACCOUNTABILITY**

**Authority and accountability:** Provides a professional advisory role to people within or outside the employer. Such advice may commit the employer and have significant impact upon external parties dealing with the employer. The position may manage several major projects or sections within a department of the employer.

**Judgement and problem solving:** Positions have a high level of independence in solving problems and using judgement. Problems can be multi-faceted requiring detailed analysis of available options to solve operational, technical or service problems.

**Specialist knowledge and skills:** The skills and knowledge to resolve problems where a number of complex alternatives need to be addressed.

**Management skills:** May be required to manage staff, resolve operational problems and participate in a management team to resolve key problems.

**Interpersonal skills:** Interpersonal skills in leading and motivating staff may be required. Persuasive skills are used in seeking agreement and discussing issues to resolve problems with people at all levels. Communication skills are required to enable provision of key advice both within and outside the employer and to liaise with external bodies.

**Qualifications and experience:** Tertiary qualifications combined with a high level of practical experience and an in-depth knowledge of work

**PHYSICAL REQUIREMENTS OF THE JOB**

The following table represents the physical environment in which jobholders will be required to operate under normal circumstances based on average daily exposure to the nominated tasks. Additional tasks / requirements can be added.

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| *WORKING CONDITIONS / PHYSICAL REQUIREMENTS* | | | | | |
| Manual tasks Hw | 1 | Work Indoors | 3 | Client home visits | 1 |
| Manual tasks Lt | 1 | Work Outdoors | 1 | Exposure to aggression, violence | 1 |
| Repetitive lifting | 0 | High temperatures | 1 | Exposure to alcohol/drug abuse | 0 |
| Trunk twisting | 1 | Low temperatures | 1 | Working alone | 1 |
| Extended standing | 1 | Operate machinery | 1 | Working in remote/isolated areas | 1 |
| Extended kneeling | 0 | Sun protection | 1 | Provision of outreach services | 0 |
| Extended reaching | 0 | Safety boots/shoes | 1 | Emotional/traumatic stress | 0 |
| Elevating arms above shoulder | 1 | Respirator | 0 |  |  |
| Climbing into and from excavations | 0 | Ear protection | 1 |  |  |
| Crawling | 0 | Eye protection | 1 |  |  |
| Shovelling/digging | 0 | Safety helmet | 1 |  |  |
| Frequent bending | 0 | Work at heights | 0 |  |  |
| Extended sitting | 3 | Confined spaces | 0 |  |  |
| Extended walking | 1 | Extended vibration | 0 |  |  |
| Loud noise exposure | 1 | Extended driving | 1 |  |  |
| Work on uneven ground | 1 | Extended computer use | 2 |  |  |
| Colour vision | 2 | Exposure to chemicals | 0 |  |  |
| Depth perception | 1 | Exposure to Hepatitis | 0 |  |  |
| Balance | 0 | Fine manipulation | 0 |  |  |

**The Rating system used is:**

0 = No exposure / requirement

1 = Low exposure / requirement

2 = Medium exposure / requirement

3 = High exposure / requirement

**Performance Objectives**

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| **Objective** | **Tasks** | **Performance Measures** |
| Co-ordinate environmental, strategic planning and civic image projects. | * Supervise and/or carry out projects. * Prepare brief, prepare tender documents, monitor and undertake project management. * Manage project budgets. * Prepare planning proposal documents and co-ordinate process. * Consultation as required. | * High standard of documentation prepared. * Projects proceed in accordance with predetermined schedules, within budget and at acceptable quality. * Project outcome satisfies project objectives. |
| In consultation, develop strategic plans in environmental, natural resource, heritage and development control. | * Conduct consultative strategic planning meetings and workshops as directed. * Develop plans for future development requirements. * Implement strategic and operational plans. | * All appropriate groups included. * Plans relative to local demographics, available resources and the community demands, needs and expectations. |
| Assessment of major development applications. | * Prepare assessment reports. * Undertake statutory action to process development applications and prepare determination. * Manage conflict resolution and negotiation for development control * Provide professional advice on development control. * Attend Council meetings as required. * Prepare expert evidence for legal matters. | * Development applications assessed and determined in accordance with legislative standards. |
| Support planning initiatives to encourage economic development. | * Provide support data and assist in economic development initiatives. | * Works well within a team environment. |
| Support process applications for certificates under S149 of the NSW EP&A Act. | * Prepare S.149 Planning Certificates using electronic property data base. | * S.149 Planning Certificates issued accurately and in accordance with legislation. |
| Liaise with regional authorities to determine the level of regional planning programs or projects to be implemented. | * Establish good working relationships with regional Councils in particular Namoi Joint Organisation and State Government Departments. * Carry out planning programs in association with regional Councils and other regional agencies. * Attend regional planning meetings and workshops. | * Briefs prepared and agreements established. * Tasks completed to quality standards. |
| Customer service support | * Town planning support to applicants and other staff * Promote positive and collaborative culture and values of organisation. | * Provision of customer service * Guidance and support to team members |

**RECRUITMENT SELECTION CRITERIA**

**ESSENTIAL**

1. Degree in Urban and Regional Planning or equivalent.
2. Demonstrated capability, typically five (5) years of experience in town planning, including development assessment and strategic planning.
3. Ability to co-ordinate projects and manage project budgets.
4. Ability to establish priorities and maintain workflows.
5. Demonstrated conflict resolution skills.
6. Demonstrated skills in customer service, community consultation and negotiation.
7. Ability to promote and maintain a teamwork approach to organisational work areas.
8. A strong understanding of the Environmental Planning and Assessment Act and associated environmental legislation.
9. Work effectively with others, using a range of communication skills, both oral and written.
10. Understanding and ability to apply WHS, Risk Management and Equal Employment Opportunity principles.
11. Class C Driver’s license.

**DESIRABLE**

1. A qualification in Natural Resource Management, Environmental Management Project Management.

2. Understanding of building and engineering implications in the development control and strategic planning process.

3. Understanding of natural resource management in NSW and new biodiversity reforms.

4. Understand the significance of strategic and infrastructure planning.

5. Understanding the significance of heritage planning and the value of the natural environment.

6. Ability to deliver presentations and workshops.

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| ***Note that signing the PD indicates an agreement and acceptance of the content as at the date of signing.*** |

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| **HR ACTION** |
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