



POSITION DESCRIPTION

Position Title	Senior Planner	
Directorate	Development and Recreation	
Service	Development Assessment	
Responsible to	Team Leader Development Assessment	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	TBC	
Status	Full-time	
Hours	35 hours per week	
Salary Point	55 To 67	Band/Level: 3/2
Allowances	N/A	
Motor Vehicle	Access to an Inner West Council motor vehicle lease back scheme or car allowance	
Pre-employment checks Legislative requirements	<input checked="" type="checkbox"/> Police Check	
Date reviewed: 2021		Reviewed by: Senior Manager Planning

POSITION PURPOSE

The purpose of the role is:

1. To undertake assessment of complex development applications and pre-development applications in a professional manner within the legislative framework and achieve high quality design solutions through negotiation and facilitation where required.
2. To participate in an efficient and effective lodgement and duty town planning service in which consistent and accurate advice is provided at a high standard.
3. Foster a problem solving culture through mentoring and assisting other town planners in the units in negotiating high quality design solutions.
4. Identify where changes are required to development controls to achieve better design and planning outcomes.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Tertiary qualifications in Town Planning or related discipline.
2. Extensive experience in development assessment in local government particularly in NSW and the social, political, legal and regulatory frameworks in which it operates.
3. Excellent knowledge of Environmental Planning and Assessment Act, Local Government Act and related planning legislation and concepts as they relate to development assessment.
4. Strong interpersonal communication, collaboration and stakeholder management skills including negotiation, mediation and facilitation skills.
5. Ability and demonstrated commitment to providing outstanding customer service.
6. High level analytical and problem solving skills with the capacity to inspire or support innovative thinking and continuous improvement.
7. Ability to mentor and assist in the development of the less experienced staff.
8. NSW Class C Driver's Licence.
9. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times

Desirable Criteria:

1. Postgraduate qualifications a relevant field such as heritage conservation, architecture, environmental studies, building surveying or other relevant discipline.
2. Understanding of, or experience of heritage matters and Land and Environment Court procedures.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Reporting to the Team Leader Development Assessment you are responsible for the following functions:

- Assessment and determination of development and related applications made to Council under the Environmental Planning and Assessment Act, Local Government Act, and other legislation, particularly more complex applications.
- Provide formal Pre-Development Application advice.
- Delivery of accurate, timely and consistent advice to the public through a duty town planning service.
- Carry out the lodgement of development and related applications to ensure applications are complete and meet a high standard that satisfies Council's submission requirements.
- Respond to verbal and written requests for advice concerning development matters.
- Mentoring new and less experienced staff and exercising delegations to peer-review their work.
- Provide a high level of customer service including delivering advice to the general public on the development assessment framework.
- Prepare correspondence as directed.
- Provide input into the development and review of Environmental Planning Policies, Development Control Plans and Local Approval Policies.
- Participate in project teams responsible for developing and implementing new policy and procedures related to assessment.
- Exercise relevant delegations in determining applications.
- Act in the position of Team Leader as required by Team Leader or Manager.
- Liaise with the local community, government bodies and Council.
- Prepare evidence, conduct mediation conferences and appear as an expert witness in the Land and Environment Court.

Staff Management

- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas.

KEY RELATIONSHIPS:

Internal: All other stakeholders in the development assessment and advisory process such as customer service, records, I.T, development and traffic engineers; community and cultural services, strategic planning, building certification and legal services.

External: Applicants and customers plus their professional agents, State Government Departments and agencies, including planning panels, IWPP panel members and the community of the Inner West.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Senior Planner** as detailed in this document.

Signature:

Date: / /