

Statutory Planner

Reports to	Coordinator Statutory Planning	Key Relationships	Statutory Planning Unit, Integrated Planning Unit, Approvals and Compliance Unit, Building Services Unit, City Services Group, Councillors, DELWP, MAV and the public
Classification	Band 5		
Position number	442013		

What will you do?

Service Delivery

- Play a role in pursuing design excellence for developments across the municipality to bring about positive built form change.
- Assess and process planning/subdivision applications and related requests in accordance with Council's Instrument of Delegation.
- Prepare clear and concise correspondence/reports for either a delegate, a meeting of Council, or other parties as required.
- Work in collaboration with/assist in the development of policies, processes and procedures within the planning team and other Council teams as required.
- Provide excellent customer service and technical advice to all stakeholders.

Systems and process

- Manage systems and streamline processes in a paperless office.
- Assist with the design and implementation of practices and processes that improve efficiency, support responsive customer service and that are financially sustainable.
- Implement robust and accountable information management practices.

People

- Work within a team to meet service unit goals and objectives.
- Collaborate with key internal and external stakeholders to enhance the public and private realm for the municipality.
- Respond to customer service inquiries in an effective and timely manner and provide a high standard of customer service.
- Contribute to a service culture of excellence, collaboration and accountability.

Who are you?

- Tertiary qualified in town planning.
- Have knowledge of relevant legislation, policies and processes in relation to statutory planning.
- A problem solver with excellent analytical skills and the ability to think strategically and develop innovative design solutions.
- Excellent written and verbal communication skills and a demonstrated ability to prepare clear and concise reports with high level attention to detail.
- Excellent interpersonal skills to effectively and appropriately respond to challenging situations with the ability to successfully negotiate and achieve positive planning outcomes.
- Developed management skills to plan, prioritise and organise work to meet performance objectives and targets.
- Computer skills to manage various systems and processes in a paperless office.
- Holds a driver's licence valid in Victoria.

What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step-up in times of need.

Statutory Planner

What are your key responsibilities?

Service delivery	<ul style="list-style-type: none">• Assess and process a range of planning/subdivision applications in accordance with Council's Instrument of Delegation.• Assess and process all other planning requests in relation to planning applications, permits, plans, amendments, time extensions, Section 173 Agreements, planning enquiries and any other matters as required.• Attend and participate in public consultation meetings, Sustainable Design Taskforce Meetings or any other meetings as required.• Provide clear and concise technical advice to all stakeholders including written reports for a delegate, meeting of Council, or any other parties as required.• Prepare submissions and represent Council at the Victorian Civil and Administrative Tribunal (VCAT).• Participate and contribute to cross organisational team projects.• Participate and contribute to projects as identified in the service unit business plan.• Conduct prompt and thorough inspections of properties to assess compliance with Planning Permits, the Planning Scheme and the Planning and Environment Act 1987.• Assist the Coordinator Statutory Planning with specific tasks and projects as required.
Systems and process	<ul style="list-style-type: none">• Contribute to the development and implementation of an integrated and streamlined development approvals system.• Work in collaboration with/assist in the development of policies, processes and procedures within the planning team and other Council teams as required.• Assist with implementing work systems, practices and processes that support responsive and flexible customer service.• Implement robust and accountable information management practices.• Manage systems and streamlined processes in a paperless office.
People	<ul style="list-style-type: none">• Work collaboratively to identify and implement ways to improve processes to achieve service unit goals.• Participate and complete the annual performance development process.• Contribute to a positive team environment through mutual support and sharing of knowledge and experience.• Provide excellent customer service and technical advice to all stakeholders.• Contribute to a service culture of excellence, collaboration and accountability.

Statutory Planner

What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> • Accountable for providing accurate and timely professional planning advice, in accordance with the requirements of the Manningham Planning Scheme, Council policies and procedures. • Authority to assess and process planning applications in accordance with Council's Instrument of Delegation. • Authority to represent Council at the Victorian Civil Administrative Tribunal (VCAT).
Judgement and decision making	<ul style="list-style-type: none"> • Ability to provide clear and comprehensive technical planning advice to all stakeholders. • Excellent analytical skills and the ability to think strategically and develop innovative design solutions. • Ability to make recommendations associated with development/subdivision applications to the coordinator Statutory Planning in accordance with the objectives of the Planning Scheme and Council policies.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Knowledge of legislation and policies which affect land use and development would be beneficial. • General understanding of the principles, practices and processes of statutory planning in a local government context. • Ability to prepare clear and concise reports, with a high level of attention to detail. • Ability to read and interpret planning policy and planning permit application documentation (such as plans and reports). • Sound negotiation skills and the ability to participate in meetings to negotiate positive planning outcomes. • Sound computer skills to manage various systems in a paperless office.
Management skills	<ul style="list-style-type: none"> • Demonstrated ability to manage time and complete tasks within tight timeframes and the flexibility to respond to changing priorities. • Self-motivation and ability to work independently with minimal supervision.
Interpersonal skills	<ul style="list-style-type: none"> • Ability to gain cooperation of stakeholders including members of the public. • Problem solving and conflict resolution skills. • Effective interpersonal and communication skills and the ability to effectively and appropriately respond to challenging situations. • Ability to work effectively within and contribute to a positive team environment. • Excellent customer service skills.
Qualifications and experience	<ul style="list-style-type: none"> • Tertiary qualification in town planning. • Driver's licence valid in Victoria.