

Planning Coordinator

Position Description



Moreland
City Council

Position number:	0788
Classification:	Senior Executive Officer (i.e. Level 4)
EA:	Moreland City Council Enterprise Agreement
Department:	City Futures
Branch:	City Development
Unit:	Urban Planning
Reports to:	Unit Manager Urban Planning
Supervises:	Senior Subdivisions Officer, Subdivisions Officer, Senior Urban Planners, Urban Planners,
Approved by:	Group Manager City Development

Organisational values:



Position objectives

- To efficiently and effectively manage one of the planning teams including management of the planning permit applications process, human resources and financial and administrative systems in accordance with the Council's objectives and policies.
- Balance service delivery and strategic objectives, including liaison with strategic land use planners on implementation and development of Moreland City Plan.
- Be sensitive to community issues and Councillor responsibilities.
- To constructively challenge current policies and practices & drive continuous improvements to planning processes.

Key responsibility areas

Provide efficient and effective statutory planning functions

- Appropriately notify those affected by proposals for the use, development or protection of land.
- Proactively and constructively manage the planning permit application process including pre-application assessment and supervision of planners managing applications.
- Manage consideration and determination of planning permit applications in accordance with Council delegation and statutory requirements.
- Oversee the preparation of the team Council agenda items for the Group Manager City Development, brief Councillors on reports and planning issues and present reports to the Planning and Related Matters Council meeting and other forums.
- Represent Council at hearings of the Victorian Civil and Administrative Tribunal, panel hearings and provide technical briefing to consultants and staff as required on planning related matters.
- Ensure an effective enforcement system, using educative, conciliatory and consultative processes as well as statutory powers.
- This position requires specialist skill in the area of statutory and strategic planning, urban design, environmental sustainability, building control and allied disciplines.

Ensure an inclusive decision making process, using effective negotiation and mediation techniques, and taking account of multicultural population

- Provide advice to the public on provisions of the Moreland Planning Scheme, conditions on planning permits, Council policy relating to town planning and other town planning related information.
- Ensure consideration of planning permit applications are informed by advice on issues including, but not limited to the following:
 - Contaminated land
 - Urban design
 - Heritage protection
 - Traffic engineering
 - Infrastructure provision
 - Environmental sustainable design
- Implement and promote public processes associated with consideration of planning permit applications.
- Respond to and inform Councillors and senior management on relevant planning matters.
- Attend Council, committee or community meetings as required by the Group Manager City Development.
- Attend relevant community liaison group meetings.
- Ensure prompt, sensitive and effective investigation and response to complaints and enquires.

Leadership of a Planning Team

- Complete individual staff development plans for all team members and take prompt corrective action where objectives or standards are not being met.
- Draft position descriptions, interview and recommend to the Group Manager City Development appointment of staff, supervise and direct staff.
- Ensure that staff within the team are fully briefed when commencing duties and offered ongoing training and educational opportunities during their term of employment.
- Develop and apply agreed performance benchmarks and report to Group Manager City Development on performance and performance issues.
- Assist in preparation of the Branch annual budget and following adoption of a budget by Council, monitor and be accountable for expenditure.
- Conduct regular team meetings for dissemination of information and provide for uniformity of administration of legislation and Council requirements.

Continuing development and involvement in policies and guidelines to ensure consistency and certainty of decision-making and disseminating information

- Identify the need for, and contribute to, policy development in consultation with Group Manager City Development.
- Promote the awareness and improved practice of Urban Design & Environmental Sustainable Design.
- Regularly review the procedures for processing planning applications to ensure the delays in decision-making and issuing advice is minimised and ensure procedures are documented and adhered to by the team.
- Develop procedures and tools to improve the consistency and performance of planning systems.
- Through literature and seminars keep informed of new developments that may affect urban planning.
- Consult with other Council departments in regard to planning proposals as appropriate and provide specialist advice to other Council officers.
- Be aware of pending legislation, changes to the planning system and recommend to the Group Manager City Development changes to the Moreland Planning Scheme or planning systems.
- Undertake such investigations as may be necessary to either maintain urban planning data or obtain data for urban planning proposals.

Manage consultants and casual staff assisting the planning team

- Responsible for performance, workload and budget management.

Management

- Provide strategic direction and drive change, whilst ensuring continuing delivery of service. This will be achieved through the ongoing development of a culture of continuous improvement, innovation, inclusion and collaboration.
- Positively designing and implementing change management processes in complex and sensitive circumstances.
- Support, develop, coach and mentor staff, both within the City Development Branch and across the organisation, with the aim of building a culture of teamwork, collaboration, and learning, to create the best community outcomes.
- Manage the team to support the achievement budget targets and contribute to long term financial planning to support the achievement of Council goals and the sustainability of the Urban Planning service.
- Develop and review relevant strategies, policies and plans.

Leadership competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Drives Results:** Consistently achieving results, even under tough circumstances.
- **Plans & Aligns:** Planning and prioritizing work to meet commitments aligned with organisational goals.

Accountabilities:

- Foster an ethical culture and behave ethically.
- Champion customer-centric behaviours and community engagement which puts the community at the heart.

- Champion environmental sustainability and include environmental objectives and targets into projects and programs.
- Promote inclusion, diversity and equity in the workplace.
- Implement and maintain health and safety requirements, promote a culture of safety, and demonstrate effective leadership on workplace health and safety.
- Promote cross-team and cross-organisation collaboration.
- Ensure strong and effective fraud and corruption controls are in place and regularly reviewed for the work area.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Implement and maintain continuous improvement.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	The Executive; Senior Leadership Team (SLT); All Staff; Mayor and Councillors
External Relationships	Department Environment Land Water and Planning, Heritage Victoria, Victorian Civil and Administrative Tribunal, Other State and Federal Government Departments The Moreland community, development industry and other professional bodies.
Extent of Authority	Planning Coordinators are supported to make all decisions in relation to their Unit by the Director City Futures in accordance with Council's policies and procedures, Council authorisations and the instrument of sub-delegations from the Chief Executive Officer.

Task analysis

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional
Performing clerical duties	✓		
Working on a keyboard	✓		
Driving cars and/or trucks			✓
Other (please specify)			

Key selection criteria

- Relevant tertiary qualifications in town planning or a related discipline together with extensive relevant planning experience.
- An advanced understanding and working knowledge of Town Planning and related legislation, the planning framework and planning principles as they operate in Victoria. This is considered to include understanding of and experience in addressing heritage, landscaping, and urban design issues.

- Demonstrated high level commitment to process improvement and enhancement of planning functions.
- Demonstrated ability to provide high level advice about planning matters at a senior level and to communicate effectively with a wide range of people.
- Commitment to excellence in customer service and to managing stakeholder relations in a politically sensitive environment.
- Demonstrated ability to work as a highly effective team member and to motivate and lead staff.
- Well developed interpersonal and problem solving skills and the ability to negotiate and mediate between parties in order to achieve appropriate outcomes.
- Excellent verbal and written communication skills including the ability to prepare clear, concise reports and recommendations.