

# SUBDIVISION OFFICER

## Position Description



**Moreland**  
City Council

**Position number:** 1021

**Classification:** Band 5

**EA:** Moreland City Council Enterprise Agreement

**Department:** City Futures

**Branch:** City Development

**Unit:** Urban Planning

**Reports to:** Planning Coordinator

**Supervises:** N/A

**Approved by:** Coordinator Urban Planning

### Organisational values:



As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.

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Date Approved:	Date Printed:

## Position objectives

- To undertake Council's statutory planning duties, particularly in relation to subdivision of land as required by the Planning and Environment Act, the Subdivision Act the Moreland Planning Scheme and other related legislation.
- To provide a high level of customer service to all parties involved in the subdivision approvals process.
- To contribute to the achievement of Council's corporate, strategic and economic objectives.
- To undertake such duties, in consultation with the Planning Coordinator, as necessary to achieve compliance with the Moreland Planning Scheme, Planning and Environment Act, Subdivision Act and related legislation.

## Key responsibility areas

### Planning decision-making and advice

- Provision of high quality planning advice at pre-application meetings with applicants.
- Consider applications for subdivision permits, make the necessary referrals to other officers and external organisations, give notification of applications, make requests for further information and negotiate with applicants and residents.
- Carry out site inspections requiring use of a Council vehicle, research and collect information.
- Prepare reports to Council on subdivision matters under the supervision of the Planning Coordinator.
- Compile and present matters before the Victorian Civil & Administrative Tribunal and at other forums under the supervision of the Planning Coordinator.
- Attend Consultative Meetings with Councillors and other interested parties outside normal working hours as required by the Planning Coordinator.

### Customer Service

- Provide high quality town planning advice to all participants in the planning process either at the counter, by telephone and in response to written enquiries
- Establish and maintain the cooperation and assistance of customers and colleagues to ensure a high level service to residents, applicants and colleagues.
- Be available at all times during working hours to assist with the provision of high quality customer service to all participants in the planning process.

## Employee 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.

### Accountabilities:

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

### Other duties:

- Required to undertake other duties as directed.

## Organisational relationships

Internal Relationships	City Development Branch City Strategy & Design Branch Capital Works Planning and Delivery Branch City services Branch Property & Places Branch Open Space & Environment Branch City Change Branch Governance & Strategy Branch Councillors
External Relationships	<p>External communication and interaction is required with external organisations, service providers, consultants, industry professionals, government agencies and community groups to resolve problems and provide advice on specific matters. External liaisons include:</p> <ul style="list-style-type: none"> <li>• Residents, industry and commercial business</li> <li>• Other service provision agencies</li> <li>• Community groups</li> <li>• Development industry interest groups</li> <li>• Statutory authorities/agencies</li> <li>• Department of Land Water Environment and Planning</li> <li>• SPEAR</li> <li>• Department of Planning &amp; Community Development</li> <li>• Victorian Civil &amp; Administrative Tribunal</li> <li>• Heritage Victoria</li> </ul> <p>In particular the incumbent has the ability to gain the cooperation and assistance of customers, members of the public and employees of other organisations.</p>

## **Job characteristics relevant to the position**

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 5 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 5, Clause 5)

### **1. Accountability and Extent of Authority:**

- Freedom to act is governed by clear objectives and close supervision, with frequent prior consultation with the Planning Coordinator and a regular reporting mechanism. The effect of decisions and actions taken may be significant, but an avenue of appeal or review by the Planning Coordinator or a more senior employee is always available.
- When providing support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions will often have an impact upon the performance of the employee(s) being supported.
- Accountable for the delivery of timely, accurate and effective advice to clients and/or support to more senior employees on a range of statutory planning matters under the supervision of the Planning Coordinator.
- Responsible for ensuring that appropriate action is taken, in consultation with the Planning Coordinator, to ensure compliance with the Planning and Environment Act, Subdivision Act and related legislation.

### **2. Judgement and Decision Making:**

- Exercise problem solving skills, judgement and decision-making on planning matters under delegated authority of Council, under the supervision of the Planning Coordinator.
- Assess applications in accordance with relevant State and Council policies and in consultation with the Planning Coordinator.
- Analyse applications and suggest improvements in keeping with relevant policies and guidelines, make recommendations to the Planning Coordinator and Group Manager City Development.
- In respect to more complicated subdivision matters, seek direction from the Senior Subdivisions Officer, Planning Coordinator or Group Manager City Development.
- Guidance and advice would usually be available within the time required to make a decision.

### **3. Specialist Knowledge and Skills:**

- An understanding of Subdivision and Town Planning legislation the planning and subdivision processes, procedures and planning principles (relating to subdivision and community participation) as they operate in Victoria.
- Knowledge of SPEAR (Surveying and Planning through Electronic Applications and Referrals system)
- Ability to drive a standard Council vehicle to attend external meetings and undertake site inspections.
- Well-developed conceptual and analytical skills, including problem solving skills
- An understanding of the role and function of the senior employees who may rely on the support of this position, an understanding of the long term goals of the Planning unit, and an appreciation of the goals of the wider organisation.
- An understanding of the function of the position within Council, including relevant policies, regulations and precedents is also required.
- An understanding of the underlying principles involved as distinct from the practices when interpreting legislation.

#### **4. Management skills:**

- Skills are required in managing time, setting priorities and planning and organising one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

#### **5. Interpersonal Skills:**

- An ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities.
- A high level of verbal and written communication skills with the ability to write reports in the appropriate field of expertise and/or to prepare external correspondence.
- The ability to work effectively as part of a team and to gain the cooperation and assistance of others
- The ability to provide information and assistance to people at the counter, by phone and in writing in a clear and pleasant manner.
- A self-motivated, enthusiastic person capable of acting independently

#### **6. Qualifications and Experience:**

- Relevant tertiary qualification in Town Planning or Land Surveying or a related field with relevant experience or lesser qualifications with extensive experience in statutory planning and/or subdivisions is required.
- It is desirable that applicants have some relevant town planning and/or surveying experience, but this is not essential. Experience could include work experience as part of a recognised Town Planning or Surveying course.
- Practical IT and Microsoft Office skills.
- Knowledge of SPEAR (Surveying and Planning through Electronic Applications and Referrals system)
- A current Victorian Drivers Licence and competency to drive a standard Council vehicle is essential.

## 7. Physical Requirements of the position

### 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	N/A
Manual handling weights -above 10kgs	( )	( )	(x)	( )
-below 10kgs	( )	(x)	( )	( )
Manual handling frequency	( )	(x)	( )	( )
Repetitive manual work	( )	( )	( )	(x)
Repetitive bending/twisting	( )	( )	( )	(x)
Working with arms above head	( )	( )	( )	(x)
Lifting above shoulder height	( )	( )	(x)	( )
Using hand tools – vibration/powerful	( )	( )	( )	(x)
Operating precision machinery	( )	( )	( )	(x)
Close inspection work	( )	( )	( )	(x)
Wearing hearing protection	( )	( )	( )	(x)
Wearing eye protection	( )	( )	( )	(x)
Working in dusty conditions	( )	( )	( )	(x)
Working in wet/slippery conditions	( )	( )	( )	(x)
Wearing Gumboots	( )	( )	(x)	( )
Wearing safety shoes/boots (steel cap)	( )	( )	(x)	( )
Working with chemicals/solvents/detergents	( )	( )	( )	(x)
Washing hands with soap (hygiene)	( )	( )	( )	(x)
Working at heights	( )	( )	( )	(x)
Working in confined spaces	( )	( )	( )	(x)
Working in chillers (+4 degrees C)	( )	( )	( )	(x)
Performing clerical duties	(x)	( )	( )	( )
Working on a keyboard	(x)	( )	( )	( )
Driving cars and/or trucks	( )	(x)	( )	( )

Other special features (e.g. nature of chemicals, travelling requirements, etc):

- Attending potential and active construction sites

## 8. Key Selection Criteria

- Relevant tertiary qualifications in land surveying, town planning or related discipline and relevant experience or lesser qualifications with extensive experience in statutory planning and/or subdivisions.
- Demonstrated knowledge of statutory planning and related legislation.
- Practical IT and Microsoft Office skills applicable to statutory planning processes
- Knowledge of SPEAR (Surveying and Planning through Electronic Applications and Referrals system)
- Commitment to excellence in customer service and managing stakeholder relations in a politically sensitive environment.
- Well developed conceptual and analytical skills, including problem solving skills.
- A high level of verbal and written communication skills with the ability to write reports in the appropriate field of expertise and/or to prepare external correspondence.

- Excellent time management skills with the ability to set priorities and planning and organising your own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- A current Victorian Drivers Licence and competency to drive a standard Council vehicle is essential.