

Moreland City Council

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	PRINCIPAL URBAN PLANNER
<b>POSITION NO:</b>	
<b>CLASSIFICATION:</b>	BAND 7
<b>AWARD / LWAA:</b>	Victorian Local Authorities Award 2001
<b>DEPARTMENT:</b>	PLANNING & ECONOMIC DEVELOPMENT
<b>BRANCH:</b>	CITY DEVELOPMENT
<b>WORK UNIT:</b>	N/A
<b>REPORTS TO:</b>	GROUP MANAGER CITY DEVELOPMENT PLANNING COORDINATOR
<b>SUPERVISES:</b>	Urban Planning Officers (limited to a maximum of 3 staff)
<b>PREPARED BY:</b>	PLANNING COORDINATOR
<b>APPROVED BY:</b>	GROUP MANAGER CITY DEVELOPMENT

Moreland's Values are mine!

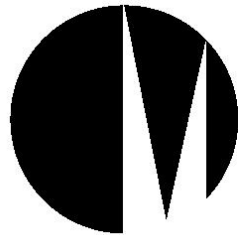


DATE CREATED: 1 August 2013

DATE MODIFIED: July 2017

DATE APPROVED:

DATE PRINTED:




# Moreland City Council

D17/201315

*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.*

## 1. POSITION OBJECTIVES:

- To undertake such duties, in consultation with the Planning Coordinator, Unit Manager Urban Planning and Group Manager City Development, as are necessary to achieve compliance with the Moreland Planning Scheme, Planning and Environment Act and related legislation.
- To assist in the performance of Council's statutory planning duties and to ensure compliance with the Planning and Environment Act, the Moreland Planning Scheme and other related legislation.
- To manage and assess complex land use and development proposals. Such proposals may take the form of planning permit applications, development plan approvals or amendments to the Moreland Planning Scheme.
- Contribute to team development and deputise for the Coordinator as required.
- To actively seek out, develop and implement improvements to planning systems, internal procedures and practices in consultation with the Planning Coordinator and Group Manager.
- To facilitate and strengthen linkages between policy development and statutory implementation through discussion and training.
- To provide a high level of customer service to all parties involved in the land use and development approvals process with a focus on achieving positive outcomes for the broader community.
- To facilitate the implementation of Council's corporate, strategic and economic objectives, particularly the Municipal Strategic Statement, by facilitating innovative, flexible, effective and efficient decision-making.
- To contribute to the development of a system of statutory planning controls for the City of Moreland which are effective, efficient and easily administered and which reflect Council's objectives for the municipality and particular areas within it.
- To provide high level technical advice and general planning advice to Councillors, Senior Management, other planning officers and other Branches within the organisation.

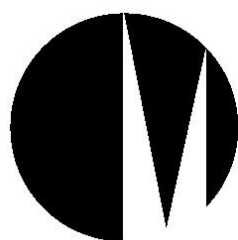
Value	Statement
	We acknowledge our main purpose is to work with our Community and customers

**DATE CREATED: 1 August 2013**





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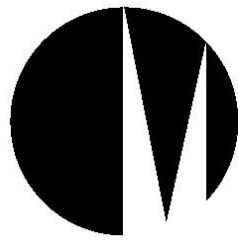
Moreland City Council

	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes

## 2. KEY RESPONSIBILITY AREAS:

### Planning decision-making and advice

- Provision of high quality planning advice at pre-application meetings with applicants.
- Consider complex applications for planning permits, make the necessary referrals to other departments and external organisations, make requests for further information, give notification of applications, and negotiate with applicants, referral agencies and residents to achieve high quality planning outcomes.
- Carry out site inspections requiring use of a Council vehicle, research and collect information as necessary to inform planning decision-making
- Attend and present at consultative meetings with Councillors and other interested parties outside normal working hours as required by the Unit Manager Urban Planning Group Manager City Development.
- Prepare reports to Council on complex planning and enforcement matters under the supervision of the Planning Coordinator.
- Provide high level technical advice and general planning advice to Councillors, Senior Management, other planning officers and other Branches within the organisation.
- Assist the Coordinator, Unit Manager Urban Planning and Group Manager in the high level representation and promotion of the Branch and Council.
- Assist the Coordinator, Unit Manager Urban Planning and Group Manager in providing a high level of customer service to external authorities, elected representatives, internal branches and the public, particularly in the provision of the advice regarding the determination of major development applications, appeals, enforcement matters, heritage and design issues.
- The preparation of concise and accurate reports and submissions and representation of Council before forums such as the Victorian Civil and Administrative Tribunal, Planning Panels Victoria, Heritage Council, Liquor Licensing Commission, Magistrates Court and other external forums in a competent and professional manner.



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- Strengthen linkages between policy development and statutory implementation through responding to requests for input, facilitating discussion and contributing to the development of training sessions.
- The effective management and completion of projects, for which he/she is responsible, including adherence to established timelines and the provision of accurate and high quality information.
- Providing guidance and advice to less experienced staff.

### **Supervision of staff**

- Meet regularly with specific team members to assist with their day to day workload management, review and provide feedback on performance including written work, technical skills, caseload management and customer service.
- Complete individual staff development plans for specific team members and consult with the Unit Manager Urban Planning or Planning Coordinator where objectives or standards are not being met.
- When required, assist the Unit Manager Urban Planning and Planning Coordinator draft position descriptions, interview and recommend to the Group Manager City Development appointment of staff.
- When required, assist the Unit Manager Urban Planning and Planning Coordinator ensure that staff within the team are fully briefed when commencing duties and offered ongoing training and educational opportunities during their term of employment.

### **Customer Service**

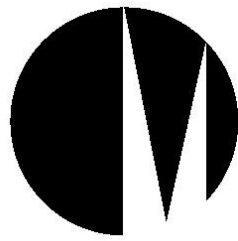
- Provide high quality town planning advice to all participants in the planning process either at the counter, by telephone and in response to written enquiries
- Establish and maintain a high level of cooperation and service to residents, officers, applicants and the City Development Branch.
- Be available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

### **Continuous Improvement**

- Work in association with the Planning Coordinator, Unit Manager Urban Planning, Group Manager City Development, and Continuous Improvement Officer to identify, facilitate and implement continuous improvement initiatives for the City Development Branch, consistent with the Moreland Continuous Improvement system in order to achieve quality outcomes.
- Engage with others within the Branch in the development of continuous improvement initiatives, educate other officers in the implementation of continuous improvement initiatives and promote the benefits of continuous improvement within the Branch.

### **Occupational Health & Safety**

- Contribute to the achievement of a safe and healthy environment by carrying out the responsibilities outlined in the MoreSafe Manual.



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### **Diversity & Equity**

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

### **Other duties**

- Assist in the maintenance, development and refinement of Council's computer based systems.
- Required to undertake other duties as directed by the Planning Coordinator and Group Manager City Development.

### **3. ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Group Manager City Development  
Unit Manager Urban Planning  
Planning Coordinator

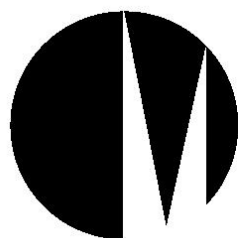
**Supervises:** Urban Planning Officers (limited to a maximum of 3 staff)

**Internal Liaison:** City Development Branch  
Urban Safety Branch  
City Strategy & Design Branch  
City Economy & Places Branch  
Open Space Branch  
Strategic Transport & Property Branch  
Governance Branch  
Councillors

### **External Liaison:**

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:

- Residents, industry and commercial business
- Other service provision agencies
- Community groups
- Development industry interest groups
- Statutory authorities/agencies
- Department of Planning & Community Development
- Victorian Building Commission



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- Victorian Civil & Administrative Tribunal
- Victorian Commission for Gambling & Liquor Regulation
- Heritage Victoria

In particular the incumbent has the ability to gain the cooperation and assistance of customers, members of the public and employees of other organisations.

### **JOB CHARACTERISTICS RELEVANT TO THE POSITION – Band 6**

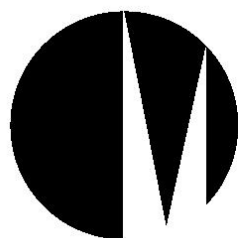
The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 7 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 7, Clause 7)

#### **4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Responsible for the provision of advice and preparation of reports to Council on a range of complex statutory planning matters under the limited 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 and related legislation.
- Responsible for advising the Coordinators, Unit Manager Urban Planning, Group Manager and Director on matters most likely to impact on the work of the Team and Branch.
- Proven ability in coordinating major development projects and in maintaining effective liaison with staff and consultants, as appropriate, to achieve high quality and timely outputs.

#### **5. JUDGEMENT AND DECISION MAKING:**

- Exercise advanced problem solving skills, judgement and decision-making on planning matters under delegated authority of Council and supervision of the Planning Coordinator.
- Assess applications in accordance with relevant State and Council policies requiring limited 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.
- Ability to operate in a politically sensitive environment.



## **6. SPECIALIST KNOWLEDGE AND SKILLS:**

- An advanced understanding of Town Planning legislation the planning process and planning principles (relating to parking, heritage, landscaping, site planning, urban design, site contamination and community participation) as they operate in Victoria.
- Ability to drive a standard Council vehicle to attend external meetings and undertake site inspections.

## **7. MANAGEMENT SKILLS:**

- Ability to manage time, to set work priorities and achieve desired results.
- The ability to motivate, supervise and direct less experienced members of staff

## **8. INTERPERSONAL SKILLS:**

- A high level of verbal and written communication skills are essential
- The ability to work effectively as part of a team and to gain the cooperation and assistance of others
- Well developed conceptual and analytical skills, including problem solving skills
- 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

## **9. QUALIFICATIONS AND EXPERIENCE:**

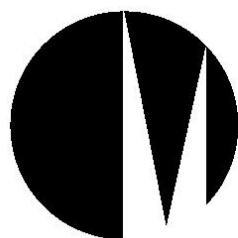
- A tertiary qualification in Town Planning or extensive experience in statutory planning is required.
- Practical computer and word processing skills are required.
- A current Victorian Drivers Licence is required.

## **10. 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
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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/powered			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 (please specify)Attending potential and active construction sites		X	

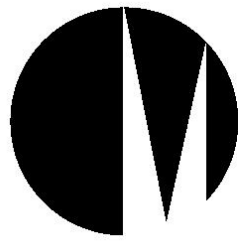
Other special features (e.g. nature of chemicals, travelling requirements, etc):

- Frequently travel independently within the municipality to undertake site inspections and attend meetings

### 11. KEY SELECTION CRITERIA

- Relevant tertiary qualifications in town planning or a related discipline together with significant 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, urban design and community involvement issue.
- Demonstrated high level commitment to processes 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.





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- 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 assist the Coordinator in the motivation and leadership of 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.



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**SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

..... **Date**    /    /  
**(Staff member's signature)**

..... **Date**    /    /  
**(Supervisor/Manager's signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**