
Senior Planning Officer

Position description

September 2021




Northern Grampians Shire Council
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Position description

Position title	Senior Planning Officer
Classification	Band 7
Directorate	Infrastructure and Amenity
Department	Sustainable Development

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

The position provides key support and advice to the Planning Team to ensure efficient and effective customer focussed statutory planning services to the Northern Grampians Shire. This position will work with the Coordinator Sustainable Development to:

- Ensure a consistent, professional and high-level approach that implements and reflects the objectives and policies of Council.
- Provide high quality specialist services, guidance and advice in all facets of statutory planning, subdivision and enforcement support in line with the responsibilities and duties of the position.
- Contribute to the success of the Department through active teamwork, providing a high level of customer service and effective performance in the responsibilities and duties of the position.
- Provide key support and high-level assistance in the identification and review of innovative and practical statutory planning tools and solutions to enhance development within the Shire.

Key responsibility areas

- Supervise and mentor planning officers including checking reports for accuracy and compliance with legislative and Council and State policy requirements.
- Assist in the identification and implementation of innovative and practical planning solutions to enhance future development within the Shire.
- Assess, processes and report on planning and subdivision applications in accordance with the requirements of the Northern Grampians Planning Scheme, *Planning and Environment Act 1987*, *Subdivision Act 1988*, and other relevant legislation within statutory timeframes.
- Prepare planning reports and correspondence as required, including Council reports, and Victorian Civil and Administrative Tribunal submissions and present reports at Council meetings
- Represent Council at the Victorian Civil and Administrative Tribunal hearings, as appropriate.
- Assist applicants to resolve issues and achieve better land use and development outcomes for the community.
- Investigate alleged breaches of the Northern Grampians Planning Scheme and undertake relevant enforcement action having regard to the relevant Act/s, regulation, Council policy.
- Undertake compliance inspections as required to ensure developments are undertaken in accordance with relevant approvals.
- Contribute towards the formulation and implementation of strategic land-use policy.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

- Ensure adherence to Council's Code of Conduct.
- Adhere to Council's OH&S, risk management, equal opportunity, work practices and risk management policies and procedures and act in accordance with the Charter of Human Rights.
- Ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation.
- Ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time.
- Ensure Council's document management and customer-tracking systems are utilised and tasks and correspondence are actioned within required time frames.

Organisational relationship

Reports to	Coordinator Sustainable Development
Direct reports	Planning Officers
External relationships	General public, Clients, Servicing Authorities, Government Departments, Other Municipalities
Internal relationships	All Northern Grampians Shire Council staff

Accountability and extent of authority

This position is accountable for:

- ensure a consistently high standard of service to the community, residents, service users and external stakeholders.
- assuring the quality of work performed and tasks are performed in an efficient, effective, and accountable manner by self and team.

This position has the authority to:

- provide advice and information to employees and the wider community regarding Council's services;
- undertake delegated authority in accordance with Council policy; and
- freedom to act is governed by clear objectives and/or budgets reporting to Coordinator Sustainable Development

Judgement and decision making

- Decisions are made within the framework of Council's Instrument of Delegation.
- Making reasoned recommendations on sometimes complex planning proposals based on thorough research, investigation and analysis of the land use and development issues against Planning Scheme, relevant Legislation and stakeholder submissions
- Guidance is not always available within the organisation.

Specialist skills and knowledge

- Thorough knowledge and proficiency in applying planning theory, practice, principles and precedent, including ability to interpret legislation.
- Thorough knowledge and understanding of Victoria's planning system, including the Planning and Environment Act, 1987, and planning enforcement procedures.
- High level ability to interpret and assess the merits of land use and development proposals, including plans, against Planning Scheme policy requirements, including relevant key local strategic planning issues.
- Advanced skills and experience in the use of databases including Geographic Information Systems.

Management skills

- Demonstrated ability to manage time, set priorities, plan and organise own work and that of other employees to be undertaken to meet set objectives and timeframes despite conflicting pressures and complex tasks.
- Ability to resolve problems innovatively and constructively for positive outcomes.
- Contribute to the development and implementation of staffing strategies and training, including management of less experienced staff and student placements.

Interpersonal skills

- Ability to develop and gain cooperation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Well-developed verbal and written communication skills and the ability to prepare clear and concise reports.
- Well-developed mediation and conflict resolution skills.
- Well-developed customer service ethic and strong commitment to improving service delivery
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems and with other employees within internally to resolve intra-organisational problems.

Qualifications and experience

- Tertiary qualifications in Urban Planning, Regional Planning or related discipline
- Minimum 4 years' experience as a town planner within local government or private industry or other relevant area, with a sound understanding of the framework in which local government operates.
- Experience in dealing with sensitive and complex planning proposals.

Selection criteria

1. Tertiary qualifications in Urban Planning, Regional Planning or a related discipline with relevant experience, preferably within local government.
2. Thorough knowledge of Victoria's planning system, including the Victorian Planning Provisions, enforcement procedures, Planning and Environment Act 1987 and Subdivision Act 1988.
3. Demonstrated commitment to customer service and the ability to handle customer enquiries in a courteous, sensitive and effective manner.
4. Effective communication and problem-solving skills to produce cooperative outcomes in a team environment and the ability to develop and gain cooperation and assistance from others.
5. Well-developed verbal and written communication skills and the ability to prepare clear and concise reports, together with well-developed skills in mediation and conflict resolution.
6. Effective time management skills and demonstrated ability to prioritise competing tasks.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - Some appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

COVID-19 Vaccination – It is a condition of your employment that you are fully vaccinated against Covid-19.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date reviewed	September 2021
Reviewed by	Manager Community Safety and Amenity
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]	[acceptance_date]
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[candidate_name]	