

POSITION DESCRIPTION

Position Title	Planning Officer – Planning and Environment
Division	Planning and Environment Services
Location	Council's Main Administration Office, 10 Furneaux Street, Cooktown
Award/Classification	Queensland Local Government Industry [Stream A] Award – State 2017 – Level 5.1 to Level 6.3

1 POSITION OBJECTIVES

- Co-ordinate and enable sustainable development by the assessment of Town Planning development applications within Cook Shire.
- Provide specialist town planning advice to all stakeholders involved in matters of development assessment.
- Coordinate the application of integrated land use planning policy and strategy consistent with Council's Policy Framework.
- To be a point of contact for developers, State agencies and other stakeholders involved in planning and development applications, provide advice on statutory pre-lodgement enquiries, and on development compliance matters. Communicate with relevant parties regarding the status of planning applications and queries.
- Ensure statutory compliance is achieved as required by legislation in the town planning, development assessment process.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

- Co-ordinate and attend pre-lodgement meetings between the applicable Council Departments and developers ensuring the developer has a clear and open understanding of any requirements – statutory and regulatory, for valid submission of development applications to Council.
- Assessment of standard Town Planning applications and assist Council's planning consultants in the assessment of more complex planning applications where required.
- Liaise between other Council Departments and the Planning and Environment section (Customer Service, Economic Development, Engineering, Water & Sewerage, Environmental Health, Local Laws, Waste Management, Land Tenure, Survey, Building, Plumbing) in order to ensure the proper and timely assessment of development applications occurs, collating the necessary information required.
- Deliver Planning and Development information, research, advice and expertise to Council as requested.
- Compile and deliver reports for Council Meetings and CEO/ Directors (delegation) on required planning assessments with recommendations.
- Prepare Planning Certificates – Limited, Standard and Full – for Property Searches as required
- Perform compliance assessments on development permit conditions when developments are completed.
- Prioritise workloads with a flexible approach to changes in direction.
- Liaise and work with planning consultants on amendments to Council's Planning Scheme, land management plans, drafting new planning schemes and projects as required by Council.

- When required co-ordinate with Council's Planning Consultants on complex matters with regard to development assessment.
- Keep up to date with planning regulations, policy and legislation

3 POSITION REQUIREMENTS

3.1 Qualifications, Experience and Skills

- Tertiary qualifications in urban and/or regional planning, or equivalent with post graduate experience in development application assessment (preferably in a local government setting).
- Capability to assess, evaluate, analyse and provide recommendations for a variety of development applications ranging in complexity; with the ability to work independently and collaboratively within the Planning and Environment team and Council to deliver development assessment objectives within designated Corporate or legislative timeframes.
- Excellent communication skills, both written and verbal, with a high standard of report writing and confidence to speak with senior leaders, architects, external town planners and State agencies.
- Work collaboratively with internal departmental officers, State Government bodies, industry, stakeholders and community on facilitating timely and high-quality development assessment outcomes.
- Demonstrated ability to provide timely advice to both internal and external customers of Cook Shire Council, in a professional, pleasant and helpful manner.
- Demonstrated experience in the understanding and interpretation of Qld planning legislation, Planning Schemes, Local Laws and Policies.
- Ability to be well organised and to prioritise work requirements.
- Ability to use databases and software relevant to the requirements of the job (e.g. Qld Globe, CM9, Authority, Word Processing and Database Packages).
- Ability to interpret and understand mapping documentation, building design and working drawings, along with planning and technical reports.
- Queensland Drivers Licence or ability to obtain one.

3.2 Interpersonal Skills

- Effective conflict resolution and mediation skills to be able to effectively resolve disputes and conflicts.
- The ability to work in a team environment and engage with Council Staff, contractors, development professionals, legal representatives, and State Agency stakeholders involved in the provision of development services to Council's customers.
- Demonstrated ability in using interpersonal and social skills including efficiency and a professional attitude in communicating with all levels of staff, members of the public, community groups and government departments.

3.3 Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities.

3.4 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures.
 - To not disclose or use confidential information other than in appropriate situations with duly authorised persons.
 - To be impartial in all Council activities undertaken in this role.
 - To not engage in other employment or contact work that may result in a direct or indirect conflict of interest with Council.
 - To promote and maintain a positive, professional image for Council activities.
 - To adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
 - Possess a self-motivated, achievement orientated attitude.
 - To contribute toward the efficient and effective operation of Council's Planning and Environment department and Council's overall operations.
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3.5 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management System.
- Compliance with all documented Workplace Health and Safety Policies, Procedures, work and verbal instructions issued by Council and its officers.
- Follow procedures in the areas of hazard and risk management and injury prevention strategies.
- Maintain a safe and healthy work environment.
- Perform all work and associated functions in a safe manner.
- Correctly use and maintain all personal protective clothing and equipment supplied by Council.
- Identify hazards, conducting risk assessments and taking corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with workplace health and safety procedure.
- Report and assist with the investigation of all relevant incidents within the workplace, including minor injuries, near hit and property damage.
- Work in a manner that will not endanger themselves, other employees or the public.
- Being familiar with the location of first aid treatment areas, fire protection facilities and evacuation procedures.
- Report any concerns for workplace health and safety issues to your supervisor.

4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to the Manager, Planning and Environment.
- Liaise with staff of Council, the community and representatives from Government Departments.

5 EXTENT OF AUTHORITY

- This position has the necessary authority to take any reasonable actions consistent with the objectives of the position, subject to any limitations imposed.
- Designated Procurement delegation as per the Cook Shire Council Procurement Policy.

6 SELECTION CRITERIA

6.1 Essential

- SC1.** Tertiary qualifications Statutory Planning.
- SC2.** Ability to comprehend and provide written reports and recommendations relevant to the position.
- SC3.** Demonstrated ability to work with and interpret legislation
- SC4.** Excellent communication skills and interpersonal skills including high level negotiation, collaboration and conflict resolution skills.
- SC5.** Demonstrated time management skills including the ability to set project priorities, plan and organise own work to achieve deadlines.
- SC6.** Excellent literacy and experience in Microsoft Office programs including word processing, spreadsheets and databases.
- SC7.** Working knowledge of relevant legislation and associated regulations, State Planning Policies, Statutory and Local Planning Instruments.

Desirable

- SC8.** Experience working within the Town Planning, Building, development assessment, fields highly regarded.
- SC9.** Possess a current manual drivers' licence.

7 KEY PERFORMANCE INDICATORS

7.1 Planning Officer Duties

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| Criteria | <ul style="list-style-type: none">▪ The quality of the work provided within specified timeframes.▪ The degree of completion of agreed objectives with immediate supervisor and within time periods.▪ The commitment to, and the achievement of, the responsibilities listed.▪ Capable of working extra hours at short notice as the work dictates.▪ Timeliness and accuracy of reports relating to applications, complaints and issues.▪ Effective progress towards related tertiary and professional development courses, where required.▪ Satisfactory performance appraisals of the incumbent throughout the working year (12 month period). |
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7.2 Interpersonal and Customer Service Skills

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| Criteria | <ul style="list-style-type: none">▪ Promote teamwork and develop and maintain work relations and appropriate organisational culture.▪ Promote, develop and maintain excellent customer service to the community and stakeholders. |
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- Active participation and involvement in team meetings.
 - Consistent behaviours that show a commitment to an understanding of ethical, professional and legal standards that reflect CSC core values.
 - Stakeholders' expectations are met.
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7.3 Workplace Health and Safety

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| Criteria | <ul style="list-style-type: none"> ▪ Hazards are identified, reported and rectification work actioned as appropriate. ▪ Strong safety focus evident. |
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8 OTHER INFORMATION

- Cook Shire Council is an equal opportunity employer.
 - Cook Shire Council operates under a Certified Agreement.
 - This position description will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.
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Manager/Supervisor: Manager Planning and Environment

Incumbent Vacant

Incumbent's Signature _____ **Dated:** _____

Approved By: _____ **Dated:** _____

*Human Resources and
Business Services Manager*
