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| **TITLE:** | Senior Town Planner |
| **CLASSIFICATION:** | Up to Band 3 Level 4 |
| **REPORTS TO:** | Director Planning & Environmental Services |
| **DIRECT REPORTS:** | Graduate(s) |
| **DATE REVIEWED:** | October 2021 |

***This is not a static document. Management reserves the right to review and amend this position description in consultation with the position holder from time to time as the need arises.***

## JOB SUMMARY

This position contributes to actively managing the growth of the Cobar LGA through effective development assessment and strategic planning, processing a variety of complex development applications and acting as the gatekeeper for the scrutiny and initial assessment of all development applications of a planning nature.

## COUNCIL’S CORE VALUES

Council staff are committed to delivering value to our community by aligning to our core values of Accountability, Communication, Effective Leadership, Integrity and Teamwork. The abbreviated mantra "**ACE IT**" represents who we are as an organisation, these core values are the guiding principles for how we carry out our duties and interact with our community.



## ORGANISATIONAL RELATIONSHIPS

## SPECIFIC ACCOUNTABILITIES

### **town PLANNING**

* Assess, recommend, and determine development applications in accordance with legislative requirements and Council procedures, ensuring decisions are made using sound professional judgement and within delegated authorities
* Provide input into policy and procedure development and reviews, employing a continuous improvement approach.
* Mentor planning and project teams to ensure the natural and built environment are enhanced through the development and implementation of appropriate strategies.
* Continuously maintain an accurate and up to date working knowledge of planning legislation, environmental planning instruments, Council DCP’s, policies and procedures.
* Liaise with and provide technical assistance to the development industry and community in relation to development applications and development related matters.
* Provide practical and innovative solutions to development and planning issues.
* Ensure that accurate records are kept, and accountable documents are certified and delivered to appropriate staff within agreed time constraints.
* Participate in development working groups, project groups and meetings with internal and external customers.
* Develop and implement procedures for the management of Public and Crown land under Council’s control.
* Prepare and assess planning proposals to amend Council’s Local Environmental Plan.
* Prepare environmental assessments under Part 5 of the *Environment & Planning Assessment Act 1979.*
* Implement actions from the Local Strategic Planning Statements.
* Negotiate and manage voluntary planning agreements.
* Provide assistance with the management and recording of contaminated land.
  + Expeditiously process and recommend approval or otherwise of statutory applications, ensuring all reporting and regulatory standards are met.
  + Develop procedures for the management of Crown land under Council’s control
  + Development surveillance and compliance programs.
  + Provide input and represent Council at pre-lodgement application meetings.
  + Assist other staff within the department as and where required or directed.

### **Management and Staff Supervision**

* + Provide effective leadership, mentoring and support to direct reports including performance management and successful collaboration with other teams across the organisation.
  + Provide leadership and management that maintains a harmonious and effective team environment.
  + Give and receive regular feedback to enable performance to be improved, complete annual assessments and ensure individuals obtain the development and support they need to perform to the best of their ability.
  + Plan, schedule, and manage the allocation and use of staff and other departmental resources to efficiently and effectively deliver the objectives identified in Council’s annual operational plan and budget.
  + Lead by example, managing, coaching, and supporting staff in a positive way to achieve their goals and the objectives of Council, ensuring you also celebrate individual and team successes.
  + Provide an effective link between Council, the Director, and staff to ensure that policies, procedures and decisions and other relevant matters are effectively communicated, understood, and adhered to.

### **Finance**

* + Prepare and manage budgets and meet the operational and strategic financial targets of the organisation.
  + Ensure the reliable management of resources including appropriate allocation, value for money and sound planning.
  + Review expenditures monthly and make necessary adjustments in consultation with other relevant staff.
  + Prepare the annual forecast of expenditures within one month of budget approval and review quarterly.

### **WORK, HEALTH AND SAFETY**

* + Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.
  + Work with due diligence and consideration to safeguard their own health and safety and the health and safety of others.
  + Report any potential hazards, incidents, or injuries to Supervisor and WHS Adviser within 48 hours.
  + Participate in any applicable WHS consultation arrangements.
  + Complying with any Return-to-Work Plan if injured and support rehabilitation in the workplace.
  + Correctly use all personal protective equipment.
  + Comply with emergency and evacuation procedures and site rules if applicable.
  + Report all identified hazards, accidents/incidents and near misses to manager/supervisor by actively monitoring the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.
  + Correctly use all personal protective equipment
  + Operate Council plant and equipment safely and in accordance with applicable legislation and guidelines.
  + Comply with emergency and evacuation procedures and site rules if applicable.

### **General**

* + Actively share information and knowledge with relevant staff.
  + Maintain Council's high customer service standards through the prompt and courteous response and attendance to inquiries and written correspondence.
  + Deliver the accountabilities and meet milestones, performance targets and service levels within your role.
  + Comply with the plans, policies, and procedures of Council and the service.
  + Ensure accurate records are maintained in Council’s corporate records management system as appropriate.
  + Ensure timely attention to and reporting of matters requiring corrective action.
  + Actively liaise with other Council staff, work collaboratively across the organisation, and contribute to a positive workplace culture.
  + Contribute to a positive work environment within the team, business unit, and the workplace.
  + Foster a culture of high performance, supporting others to deliver operational objectives.
  + Undertake relevant training to improve performance of the individual, the organisation, and to meet mandatory and/or compliance requirements.
  + When responding to customer enquiries both verbally and in writing, ensure that the information provided is accurate and in accordance with Council’s policies, guidelines, and relevant legislation inclusive of the Privacy Act.
  + Exhibit Council’s core values in all that you do and say, demonstrating behaviours that are above the line and setting a positive example that inspires staff around you to do the same.
  + Undertake any other duties as requested by Council within the skills and experience of the jobholder.

## SELECTION CRITERIA

### **Essential Criteria**

* Tertiary qualification in Urban and Regional Planning or related discipline
* Comprehensive knowledge of the Environmental Planning and Assessment Act 1979, including experience in the assessment, processing, and reporting of a wide variety of planning matters
* Effective time management skills, including but not limited to, working independently, managing competing priorities, setting, and meeting deadlines and organising own workload with minimal supervision
* Proven ability to independently research, think analytically and plan work with the problem-solving skills to apply your specialised knowledge and experience to develop potential options and recommendations for resolution
* Well-developed organisational skills with the ability and willingness to adapt within an environment of fluctuating workloads and changing priorities in order to meet operational outcomes
* Demonstrated leadership skills to manage and motivate staff to work effectively both as individuals and as part of the team, while maintaining a positive team culture
* Excellent interpersonal skills, professional courtesy, demonstrated tact and diplomacy, including the ability to effectively communicate, negotiate and resolve conflict with both internal and external stakeholders
* Class C Licence
* Sound knowledge of and commitment to the principles of workplace health and safety (WHS)

### **Desirable Criteria**

* Demonstrated ability to develop and manage budgets/estimates for individual projects
* Post graduate qualifications in a related field
* Experience in local government integrated planning and reporting and Crown land management

## CONDITIONS OF EMPLOYMENT

### **SALARY**

The position has been evaluated in a range up to Band 3 Level 4 in accordance with the NSW Local Government (State) Award, dependent on the qualifications, skills, and experience of the job holder.

### **Hours**

Full time professional staff work 35 hours each week. The spread of hours are worked over a 9-day period, Monday to Sunday. The current standard working hours are 8.00am – 4.30pm with a 43-minute unpaid lunch break (7.78 hours each day).

Some variation in work hours may be required from time to time to ensure efficient undertaking of the position. Additional hours worked are generally recognised in the form of ‘time off in lieu’ rather than payment of overtime.

### **PRE-EMPLOYMENT SCREENING**

Prior to commencement of employment with Council it may be necessary to undergo pre-employment screening (at Council’s expense):

* Medical examination (which includes drug and alcohol testing)
* Background screening (to confirm qualifications and experience)
* Psychometric testing (including cognitive ability and behavioural profiling)
* National Police Check

### **EMPLOYEE ACCEPTANCE**

This section verifies that the position holder has read the above position description and accepts the role and associated responsibilities contained within this document. The position holder agrees to work cooperatively under Council’s policies and procedures including work health and safety, equal employment opportunity and code of conduct.

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| **NAME** |  | | |
| **SIGNATURE** |  | **DATE** |  |