# POSITION: Planning Officer

CLASSIFICATION: Band 5

**THE ORGANISATION**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment.  We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities.  Our values are present in what we do and how we do it.  With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating ‘a great place for us’.

**THE POSITION**

The Planning Department is responsible for Social, Statutory and Strategic Planning within South Gippsland Shire.

The Planning Officer will assist in the processing of Statutory Planning Applications, Planning Reporting, Planning Customer Service and Strategic Planning Projects.

The key responsibilities of this role include –

* Process Statutory Planning Applications in accordance with strategic and statutory planners;
* Assisting in the processing of Planning Scheme Amendments;
* Provide customer service at the customer service counter as directed;
* Provide assistance to Planning Administration operations;
* Develop and assist in the implementation of strategic and statutory town planning initiatives as per Council’s Annual Business Plan;
* Liaise with relevant officers to evaluate, analyze and make recommendations to Council on strategic and statutory planning issues;
* Ensure a high standard of service delivery within the planning services area working closely with other officers in Strategic and Statutory Planning;
* Assist with the drafting and administration of planning policies and assess planning scheme amendments to encourage sustainable development;
* Communicate with clients in an effective manner to encourage understanding of complex planning issues and the reasoning behind decisions made;
* Assist in representing Council at Planning Panels regarding to planning scheme amendment proposals at the direction of the Strategic Planning Coordinator and/or Manager Planning;
* Assist in representing Council at Victorian Civil and Administrative Tribunal (VCAT) hearings on planning permit and enforcement matters at the direction of the Manager Planning.

Please follow the links provided for further information on:

* South Gippsland Shire Council [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)
* South Gippsland region [www.visitpromcountry.com.au](http://www.visitpromcountry.com.au)
* Gippsland region [www.visitvictoria.com/Regions/Gippsland](http://www.visitvictoria.com/Regions/Gippsland)

To seek further information on this position, or to discuss this employment opportunity further, please contact the Manager Planning on (03) 5662 9200.

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

|  |
| --- |
| Accountability & Extent of Authority |

|  |  |
| --- | --- |
| Band 5 (Generic) | Role Specific |
| * Resource supervision – freedom to act set by clear objectives and/or budgets, frequent consultation & regular reporting; * Specialist advice or regulate clients – subject to close supervision or clear guidelines; * Direct support & assistance – freedom not limited simply by standards & procedures. | * Processing of planning scheme permits and amendments; * Assist in the creation and implementation of identified key strategic projects at the direction of the Manager Planning; * Accountable for the administration of Acts and Regulations for all relevant Authorities and specific delegations within the Planning process; * Authority to provide input into the ongoing review of the South Gippsland Planning Scheme; * Authority to deal with planning permits, subdivision and liquor control matters in accordance with all relevant Acts, Regulations and Council Policies; * Authority to issue delegated planning permits in accordance with delegated powers. |
| Judgement & Decision Making | |
| Band 5 (Generic) | Role Specific |
| * Some problem solving using guidelines, professional/technical knowledge or experience; * Problems may be complex & require creativity & originality; * Guidance & advice usually available within time to make a choice. | * Required to make decisions under the Planning and Environment Act 1987, the Subdivision Act 1988, the Liquor Control Act 1987 under powers of delegation. |
| Specialist Knowledge & Skills | |
| Band 5 (Generic) | Role Specific |
| * If interpreting regulations, will require an understanding of underlying principles as distinct from practices; * Support employees; * Understand long term unit goals & appreciation of wider organisation goals. | * Experience in the use of Microsoft software packages; * Developing skills in planning based software and database management; * Developing skills in community engagement and consultation; * Developing skills in official report writing and production of public documentation; * Knowledge of statutory and strategic planning processes; * Understanding of rural, urban, environmental, tourism and economic development issues; * Knowledge of the Planning and Environment Act 1987, Subdivision Act 1988, Victorian Civil and Administrative Tribunal Act 1998, Flora and Fauna Guarantee Act 1988, Heritage Act 1995, Liquor Control Reform Act 1998; * Understanding of the Victoria Planning Provisions and other State Government initiatives. |
| Management Skills | |
| Band 5 (Generic) | Role Specific |
| * Skills in managing time, planning, organising own work & setting priorities; * Achieve specific objectives within available resources & timetable; * If supervising – able to implement EEO, OH&S & training/development. | * Responsible for coordination of consultants and contractors where required; * Project management ability; * Ability to assist in improving efficiency and quality of service. |
| Interpersonal Skills | |
| Band 5 (Generic) | Role Specific |
| * Write reports in field of expertise and/or prepare external correspondence. | * The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team; * Ability to gain cooperation and assistance from key stakeholders, staff and their counterparts in external agencies to resolve specialist problems; * Demonstrated strong customer service focus. |
| Qualifications & Experience | |
| * A Town Planning tertiary degree or qualification in a related field preferred but not essential; * Knowledge of statutory and strategic planning processes preferred but not essential; | |
| Role Specific Selection Criteria | |
| * A Town Planning tertiary degree or qualification in a related field preferred but not essential; * Knowledge of statutory and strategic planning processes preferred but not essential; * Understanding of rural, urban , environmental tourism and economic development issues; * Well-developed written and verbal communications skills; * Ability to work to deadlines and manage priorities; | |