

POSITION DESCRIPTION	
Title:	Para Professional Planner
Group:	City Development
Reports to:	Team Leader Planning
Grade:	14
Hours:	35
Vehicle:	No
Position Purpose	
To assess Development Applications in accordance with delegations, Council Policy and relevant Legislation and assist in supporting the procedural activities of the Planning Team	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential Criteria:</u></p> <ul style="list-style-type: none"> • Enrolled or working towards a Degree in Urban and Regional Planning or equivalent • Knowledge and awareness of Environmental Planning and Assessment Act (EP&A) & related legislation • Ability to work independently and as part of a team • Excellent customer service, written and verbal communication skills • Ability to assess and determine development applications that comply with legislation and Council policy • Experience in the use of the Microsoft Office suite of software • Current driver's license • Experience in making suggestions for improvements to a quality management system or suggestions for other business improvements <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none"> • Potential for eligibility to membership of PIA • Awareness the Building Code of Australia 	

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Assessment and determination of routine Development Applications (DA), including:

- Ensure compliance with building codes, Council regulations/codes, town planning requirements and environmental planning legislation
- Manage technical matters of the section at a junior level
- Provide linking support, in conjunction with the Team leader - Planning, to the Applications team
- Provide additional administration support to the section relating to planning matters
- Provision of accurate and consistent advice to internal and external customers
- Attend pre-lodgment meetings and prepare advice notes
- Provide linking support between Planning and Strategic Planning in respect to Process Policy Review as required (e.g. Review of DCP's etc)
- Actively participate in Integrated Planning and Reporting

Assist the Team Leader Planning in the procedural day-to-day activities of the team

- Manage and monitor internal referrals of the team with other referral partners
- Liaise with Applications team in supporting customer applications
- Support the Team Leader – Planning in preparing pre-lodgment meetings, information and document collation.
- Liaise with internal and external stakeholders

Other duties as directed by management within the limits of abilities

Adherence to Council's codes and policies

Develop and maintain contacts with industry, professional, and government bodies.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Support and promote the integrity and reputation of Council

- Apply and demonstrate the values of Council across all aspects of work
- Be a role model for quality customer service
- Ensure compliance with all Council policies and procedures and relevant legislation