

POSITION DESCRIPTION

Position Title	Planner
Department/Section	Planning, Environment and Urban Services
Reporting to	Executive Manager, Landuse Planning
Location	65 Homebush Road, Strathfield
Grade	18

Organisational Environment and Council Values

Refer to the [Working at Strathfield Council](#) page on our website.

Organisational Structure

Department

The Planning, Environment and Urban Services Department is responsible for the provision of services relating to:

- Planning and Development
- Infrastructure Planning
- Environmental Services
- Compliance and Regulation
- Service Delivery and Urban Services

Section

The Planning and Development section is responsible for:

- Strategic and Landuse Planning;
- The processing of Development Applications, Complying Development Certificates & Construction Certificates;
- Timely processing of Development Applications;
- Development of plans, strategies, policies and approaches;
- Regulatory compliance and associated legal matters
- Development of Strategic Policy Documents

Purpose of this position

- To achieve the best integrated development outcomes for the Strathfield Local Government area through the preparation and delivery of innovative and effective

strategies to achieve specific outcomes identified in Council's Local Strategic Planning Statement, Community Strategic Plan and Delivery Program in order to optimise residential amenity, environmental quality and social and economic well-being.

- Manage planning processes effectively, ensuring that Council and all legislative requirements are fully assessed and considered and that high quality and co-ordinated outcomes are achieved.

Note: This Position Description and all associated information are not to be considered as a comprehensive, complete and / or exhaustive 'list' of responsibilities, duties, criteria or outcomes. It is indicative only.

The position is part of a team and as such the incumbent is required to know and learn the roles of others in the team help other team members and assist in any role as and when required in accordance with the Local Government (State) Award.

The position incumbent should be aware that their role and position is dynamic. Continuing development, change and enhancement of processes, practices, knowledge, skills and behaviours is highlighted and expected by Strathfield Council. People and jobs change and develop over time and this position description is intended to facilitate this (as a living document), where the incumbents active involvement in this endeavour is required.

All duties, tasks and responsibilities etc. must be done to the best of the incumbents' abilities in a timely, effective and efficient manner and to the satisfaction of the Manager.

Major challenges of the position

The major challenges for the position of **Planner** are to:

- Conduct a broad range of strategic planning functions, including developing and implementing land use strategies, preparing Planning Proposals, preparing planning studies, Local Strategic Planning Statement and Local Environmental Plan preparation as well as Development Control Plan development
- Assess development applications and certificates relating to the urban development of Strathfield Municipal Council by managing a varied workload with complex or costly planning matters which require expertise in terms of conflict resolution and community consultation processes.
- Balance competing interests in a changing, dynamic and more complex community and legislative environment with rapid changes in population growth, physical environment and changing demographics and gentrification of the area.

Key Accountabilities

- Initiate comprehensive consultations and public relations processes, conflict resolution, mediation or advocacy strategies as the need arises on particular planning issues or development proposals.

- Ensure the highest professional standards of planning advice and technical expertise are provided to internal and external customers.
- Respond effectively to the changing needs, expectations and demographics of the community and translate these into appropriate co-ordinated development outcomes.
- Communicate effectively with a broad spectrum of customers using judgement, professional expertise and appropriate discretion and negotiate, mediate and resolve conflicts between differing interest groups, where required.
- Manage development and other application processes effectively, ensure compliance with Council and other statutory requirements and assess environmental impacts.
- Develop and implement policies, strategies and planning documents that enable successful growth of the urban areas and protection of environmental and cultural assets across Strathfield local government area;
- Plan, develop and deliver improved outcomes across the built environment (including improved building design and public domain).
- Ensure the co-ordination for appropriate community consultation, advocacy, site inspection processes, comments and recommendations on submissions for development applications.
- Ensure that all correspondence, conditions of consent and grounds of refusal of applications are valid, legal and conform with environmental planning requirements.
- Provide appropriate advice on the effect of planning instruments, development control plans, Council's policies and codes on applications.
- Keep abreast of changes in statutes, policies and decisions of the Land and Environment Court and other Courts.
- Ensure that evidence is thoroughly and accurately prepared and presented as an expert witness on planning matters before the Land and Environment Court and other courts.
- Present and participate in relevant development application panels and conferences.
- Present planning issues and advice on development applications at Committees, Council, public and other meetings, during and outside working hours.
- Liaise with, provide advice and share information effectively with other Council Departments.
- Work as part of an inter-disciplinary team and participate in the development of Council's planning controls,
- Comment upon and make recommendations on trends for future planning to be incorporated in policies, codes or planning instruments.
- Accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any work activity.
- Keep abreast of computer aided technology in town planning and maintain a high degree of technical expertise and skill.
- Manage confidentiality issues effectively, particularly in relation to development applications and all planning instruments (e.g. LEPs and DCPs) and ensuring non-disclosure of private information.
- Act in higher grade positions, where required.

Selection Criteria

Essential

- Recognised degree in urban planning or equivalent qualification and relevant work experience,
- Demonstrated working knowledge of the Environmental Planning & Assessment Act, and Council and statutory requirements in planning processes,
- Ability to work collaboratively and share knowledge and information in a multi-disciplinary team,
- Ability to work autonomously and produce high quality work and advice within strict timeframes,
- Demonstrated commitment to customer service,
- Demonstrated negotiation, mediation and conflict resolution skills,
- Demonstrated high level interpersonal and written communication skills, including proven ability to prepare complex planning reports,
- Demonstrate a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.
- Possess a current class C NSW driver's licence,
- Local government experience,
- Experience in Strategic Planning and Policy Development.

Desirable

- Possess specialist skills and knowledge relevant to urban planning, environmental management, economic development, sociology and / or any other related discipline,
- General knowledge of the Building Code of Australia.

Work Health and Safety (WHS) responsibilities

All workers must take reasonable care for their own health and safety and comply and cooperate with reasonable instructions, policies and procedures regarding the safety and health of other persons and workplaces.

Managers and supervisors have a positive duty to exercise due diligence to ensure that Council complies with its safety operations. The employee who occupies these jobs must acquire and keep up-to-date knowledge of Council's work, health and safety systems which include plans, policies and procedures. Managers and supervisors must have an understanding of work health and safety matters within their scope of operations and ensure that processes for compliance are implemented.

All Council workers are expected to:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as affect the health and safety of yourself or others

- Participate in development of safe work procedures and risk assessments with your Supervisor when required
- Actively participate in WHS inductions and training when required
- Wear and use Personal Protective Equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Use and maintain plant or equipment of any kind, including computer and other telecommunication devices in accordance with instructions and procedures
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage as per the SMC reporting procedure
- Participate in accident and incident investigations as required

Certificates of Competency / Licences

Where required for the position, either by legislation, conditions of employment or through SMC policies and procedures, maintain current certificates, licences, operative training etc, and advise of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses that occur at work immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Approval of Position Description

This position description has been reviewed and accurately describes the job.

Job qualifications and accountabilities are relevant to the position.

Employee: _____

Signature: _____

Date: _____

Manager: _____

Signature: _____

Date: _____

Position Description reviewed: 11 January 2021