

POSITION DESCRIPTION

Position Title	Senior Planner
Department/Section	Planning, Environment and Urban Services
Reporting to	Executive Manager Landuse Planning
Location	65 Homebush Road, Strathfield
Grade	22

Organisational Environment and Council Values

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

Organisational Structure

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 section is responsible for:

- The timely processing of Development Applications, Complying Development Certificates & Construction Certificates
- Development and implementation of Council's Strategic Policy and Land Use framework
- Responding to priorities and actions in the Eastern City District Plan
- Maintenance and delivery of s10.7 Certificates
- Regulatory compliance and associated legal matters

Position

The main purpose of the role is to be able to exercise initiative, work autonomously, meet deadlines and effectively contribute to a team working in a very fluid environment. You will

be able to apply high level strategic, statutory and innovative thinking to complex and sensitive planning issues as well as have proven problem solving ability whilst exercising a strong attention to detail. You will partake in the supervision of a team of a multi-disciplined professionals and administrative staff that are responsible for the processing of all development applications and construction certificates as well as the development and implementation of Council's strategic policy framework and programs.

Note: This Position Description and all associated information is 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 Director-Corporate and Human Services.

Major role and challenges of the position

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

- implement programs and projects determined by Strathfield Council's Community Strategic Plan and give effect to any resolution or policy adopted by Council as delegated by the General Manager and/or Executive Manager, Landuse Planning;
- ensure that the Planning Unit provides an efficient and dependable development assessment service to all applicants in a timely manner;
- ensure that a high standard of customer service is provided and relations with the community are maintained in order to meet Council's adopted "vision", "mission" and "values" as set out in the Management Plan;
- manage and administer team workload in a fair and equitable manner;
- provide consistent, accurate, and reliable professional advice to Council, applicants, the community and other involved external organisations or agencies ensuring customer satisfaction;
- Maintain up to date professional knowledge and keep abreast of State and Federal policies and initiatives.

Key Accountabilities

- Project management of the assessment and decision making process of Development Applications, including provision of technical and professional advice and support to Planning Officers, customers and applicants;

- Undertake reviews of processes in response to requests on behalf of the Executive Manager, Landuse Planning;
- Undertake a proactive role in developing and maintaining a continuous improvement process for the area. This will include working in consultation with the Executive Manager, Landuse Planning and professional staff to review workload, procedures and systems to develop a measurement and evaluation process;
- Ensure ongoing review of Council's planning and design policies is implemented in the operational area so specialised advice can be provided to the Executive Manager, Landuse Planning and General Manager;
- Provide support and advice to team members who are required to attend the Land and Environment Court as Council's expert and to attend when required,
- Develop policies, controls and guidelines relating to planning matters;
- Manage development matters relating to major development areas such as the Parramatta Road Precinct, the Homebush, Strathfield, Burwood Planned Precinct, Industrial Lands Precincts and the like;
- Ensure all certificates and consents issued by the team comply with relevant delegations and all relevant legislation,
- Provide timely and accurate advice to the Executive Manager, Landuse Planning on the following:-
 - Issues relating to applications and proposals under review,
 - Strategic planning policies and solutions,
 - Workflows and outputs,
 - Recommendations of operational changes to Council's development procedures and policies,
- Ensure all required reports and advice (e.g. Management and Legal) are produced within organisational deadlines;
- Represent Council at external committees or working groups and build relationships with internal and external stakeholders;
- Establish and promote an operationally efficient Landuse Planning team that maximises building and development opportunity, whilst having due regard to environmental, social, economic and legal considerations;
- Establish and promote a team approach to the delivery of a high standard customer service and advice in relation to planning proposals, strategic planning projects and in accordance with statutory requirements and Council Policy;
- Prepare submissions or amendments to legislation and/or policy and procedure;
- Prepare and assess planning proposals or amendments to planning instruments;
- Establish and maintain an effective system of development control that delivers timely and accurate advice and determinations in accordance with statutory requirements and Council Policy;
- Establish and maintain an effective system of construction certification and compliance and deliver timely and accurate advice and certification in accordance with statutory requirements and Council Policy;

- Establish and maintain an effective system that ensures developments are properly completed and continue to operate in accordance with statutory requirements and Council Policy;
- Maintain and further develop proactive strategies and procedures to assist with the delivery of timely and accurate correspondences consents, approvals, permits certificates, reports and notices,
- Lead and develop both the team and individual members, including providing a consultation and advisory service to Planning Officers and developing a mentoring culture both within and across teams,
- Undertake the preparation of performance reviews of Planning Officers in accordance with the approved review system. To manage the performance of the team and its members through active performance management,
- Ensure acceptance of a service delivery culture and teamwork culture while effectively implementing Council's policies and procedures,
- Assessment of major or complex development applications,
- Prepare Statements of Facts and Contentions for the Land and Environment Court, co-ordinate Council's appeals and serve as an Expert Witness when required.

Performance

- Provide detailed technical planning advice to the Landuse Planning team through your skills and experience in planning and understanding of planning proposals and development assessment;
- Assist in the preparation of the Strathfield Local Environmental Plan and Development Control Plan;
- Review and process Development Applications, Construction Certificates, Comply Development Certificates, Planning Proposals and other strategic planning tasks/processes as required, including the Section 10.7 Certificates;
- Drive high quality solutions and outcomes through negotiation and facilitation where required;
- Analyse, develop and implement complex planning matters in a professional manner within the NSW legislative framework.
- Undertake procurement processes to engage relevant consultants or contractors to provide background and technical reports.
- Consistently perform tasks professionally, efficiently and effectively,
- Dealings with the public, suppliers, fellow employees and the Council are to be carried out with integrity,
- Maintain a realistic level of industrial harmony.

Leadership

- Lead, facilitate and monitor achievement of outcomes and projects, ensuring services delivered meet the Regional and District Plan and Community Strategic Plan

- Lead, motivate and support internal and external stakeholders, consultants and contractors in a way that is consistent with Council's principals/values, policies and systems.
- Motivate, coach and mentor staff whilst modelling positive behaviours and encouraging teamwork, consultation and communication, innovation and strategic thinking,
- Work in partnership with staff and ensure that all people understand what is expected of them in contributing to the goals of the organisation,
- Regularly provide performance feedback and also seek feedback from staff,
- Recognise and reward the contributions of staff, provide a safe work environment and encourage a healthy balance of work and personal life,
- Deal with difficult issues and be accountable for people management.

Criteria

Essential

- Tertiary qualification in either Town Planning or Building related field.
- Extensive experience in LEP preparation, planning proposal and/or development assessment in Local Government particularly in NSW and excellent knowledge of Environmental Planning and Assessment Act, Local Government Act and related planning legislation.
- Leadership capabilities with proven ability to effectively lead and motivate stakeholders towards positive planning outcomes.
- High level critical thinking and problem solving abilities with capacity to solve complex and diverse issues in a timely manner
- Proven ability to analyse and provide clear, high level written and verbal advice and briefings on complex issues and to interact with a broad range of senior staff, technical specialists, community members and other stakeholders.
- Strong interpersonal communication, collaboration, and stakeholder management skills including negotiation, mediations, facilitation skills;
- High-level verbal and written communication skills including the demonstrated ability to understand client (staff, Councillor and customer issues) and where possible achieve "win/win" outcomes.
- Demonstrated high level of developing and maintaining a network relationship with the Consulting and Development Industry.
- Demonstrated working knowledge of the Environmental Planning & Assessment Act, Local Government Act and Building Code of Australia.
- Demonstrated effective time management skills.
- Possess and maintain a current NSW Class C driving licence.
- Demonstrated commitment to achieving Council's values and organisational behaviours.
- Demonstrate a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles

Desirable

- Knowledge of the Strathfield Municipal Council local government area.

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: 7 January 2020