STUDENT PLANNER

# POSITION PROFILE

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| **Division** | Shire Planning | **Status** | Full Time |
| **Unit** | Assessment Teams/ Strategic Planning | **Salary Grade** | Student/ Trainee Rate |
| **Reports to** | Manager | **Reviewed** | July 2021 |

# STRATEGIC INTENT

Facilitating land use and development to deliver balanced community, environmental and economic outcomes.

# POSITION PURPOSE

This position has been created to enable the employment of student planners to complete their course requirements of related work experience in their Bachelor degree.

The Student planner will contribute to planning and decision making processes in the formulation of planning strategies and be involved the assessment of development proposals with regard to their potential impact on the natural, built and social environment with specific consideration to planning matters.

# POSITION OUTCOMES AND ACCOUNTABILITIES

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| **OUTCOME TO BE DELIVERED** | **PERFORMANCE STANDARD** |
| Assessment of Development Applications | * Assist in the assessment and determination of development applications as directed. * Learn best practice assessment techniques and procedures reflecting in sound decisions. * Learn and apply relevant legislation and Council policies that also allows for quality in design and environmental outcomes. * Informed and respectful advice provided to customers as required. |
| Research and reporting | * Assist in research and writing of reports as directed. |

# SELECTION CRITERIA / SUCCESS PROFILE

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| **Qualifications, Certificates or Licences** | Essential | Completed or nearing completion of a relevant Bachelor degree at a tertiary institution. |
|  | Desirable | Drivers Licence |
| **Experience or skills** | Essential | Ability to develop competency, within the 12 month employment period, in the principles of environmental assessment and the development of environmental planning and policy.  Interest and enthusiasm for continuing the pursuit of a long term career in local government.  Good research and analytical skills, as demonstrated by assignment work  Interest in acquiring experience in Local Government Application Assessment, specifically in relation to town planning matters, and the preparation of local environmental plans and development control plans  Willingness to work in and contribute positively to a multi-disciplined team  Good written and verbal communication skills  Competence with basic office administration and related technology (i.e. Microsoft office, various touch screen apps) |
|  | Desirable | Use of desk top planning tools such as Trapeze |

# CORE CAPABILITIES

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| **Attributes** | * **Decision making**: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. * **Goals oriented:** Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them * **Critical thinking**: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. * **Communication skills**: able to articulate complex and technical matters in simple terms. * **People skills**: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. * **Team focussed**: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues |

# OUR VALUES

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| **Behaviours** | * **Collaborative** - be open and welcoming, genuinely connect to others, include others, work together as one * **Active** - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day * **Respectful** – be honest and trustworthy, do what you say you will put yourself in the other person’s shoes, listen to what’s important to others * **Evolving** – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker |

# CORPORATE OBLIGATIONS

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| **Employees** | No direct reports. |
| **Delegations** | Authority to operate within the Delegations attached to the position |
| **Risk Management** | Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks. |
| **Financial Management** | Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters |
| **Workplace Health and Safety** | Comply and co-operate with WHS policies, procedures, instructions and safe systems of work. |
| **Code of Conduct** | All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it |
| **Workplace Behaviour & EEO** | All activities must comply with Council’s Workplace Behaviour Guidelines. |
| **Enterprise Content Management** | Comply with Council’s Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction |
| **Continuous Improvement** | Identify obsolete and inefficient practices and recommend changes where appropriate |
| **Customer Focus** | Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery |
| **Procurement** | Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement |

# SPECIFIC CONDITIONS OF EMPLOYMENT

* Conditions in accordance with Core Enterprise Agreement covering salaried staff and the Local Government State Award.
* Temporary position for 12 months.