



# Environmental Planner

## POSITION PROFILE

Division	Shire Planning	Status	Full time, permanent
Unit	Strategic Planning	Salary Grade	
Reports to	Manager Strategic Planning	Reviewed	January 2022

## STRATEGIC INTENT

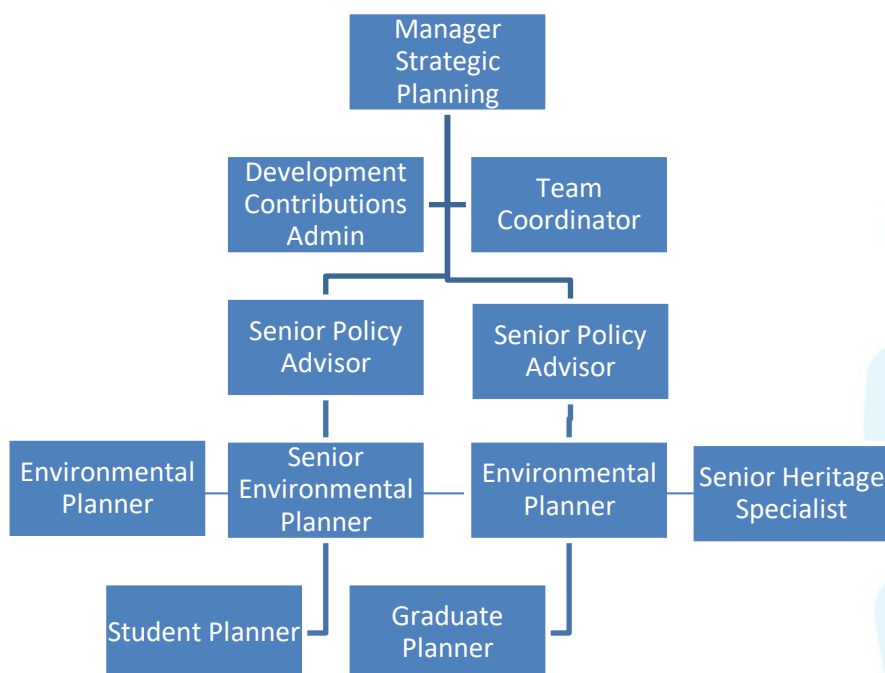
Providing a strategic and policy framework for liveability, productivity and sustainability in Sutherland Shire, which balances competing demands through land use, development controls and environmental management.

## POSITION PURPOSE

- Primary focus is to contribute to planning and decision making processes in the preparation of land use planning strategies and policies for Sutherland Shire.
- Contribute to project teams dealing with issues associated with the functions and responsibilities of Strategic Planning.
- Undertake research and prepare policy papers and reports for Council's consideration.
- Assist customers with planning enquiries.
- Collaborating with all stakeholders in the planning process.

## STRUCTURE

The Strategic Planning Unit is project based and the structure below the level of Senior Policy Advisor is fluid depending on the complexity of the task at hand. More simple and straight forward projects will generally be carried out independently with direct reporting to the Manager.



## POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Contribute to the preparation of Local Environmental Plans, Development Control Plans, policies and responses to legislative change.	<ul style="list-style-type: none"> <li>Provide valued input into the development and drafting of plans and policies as requested.</li> <li>All work completed to agreed timeframes.</li> <li>All reports are clear, concise and comprehensive while being professionally sound and responsible.</li> <li>Application of planning best practice to allocated work</li> <li>All work consistent with corporate strategy</li> </ul>
On occasions lead the preparation of routine and relatively straightforward planning projects	<ul style="list-style-type: none"> <li>Take responsibility for the development and drafting of plans and policies as requested.</li> <li>Manage the contribution of team members to ensure deadlines are met and quality work is produced.</li> <li>All work completed to agreed timeframes.</li> <li>All reports are clear, concise and comprehensive while being professionally sound and responsible.</li> <li>Application of planning best practice to allocated work</li> <li>All work consistent with corporate strategy</li> </ul>
Answer enquiries by phone or email, or attend to customers at the Customer Service Counter, relating to Council's policies or requirements, and planning queries.	<ul style="list-style-type: none"> <li>There is to be no example of inaccurate or unsound professional advice given to Council's customers</li> <li>Identification and understanding of stakeholders' issues (applicants, objectors and the broader community)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ All correspondence and advice are clear, concise and comprehensive while being professionally sound and responsible.</li> <li>▪ Professional, responsive, respectful and helpful customer service is to be provided to all internal and external customers</li> </ul>
Participation in project team work within the unit, the Division and across Council.	<ul style="list-style-type: none"> <li>▪ Contribute ideas and quality work to the team.</li> <li>▪ All work completed to the deadlines set for the project.</li> </ul>
Independently undertake routine planning tasks and more complex and non-standard tasks with supervision and direction.	<ul style="list-style-type: none"> <li>▪ All work completed to the deadlines set for the project.</li> <li>▪ All correspondence and advice are clear, concise and comprehensive while being professionally sound and responsible.</li> </ul>
Ensure all project and relevant documents are saved/filed using the council records management system	<ul style="list-style-type: none"> <li>▪ All records are stored to corporate standards</li> </ul>

## SELECTION CRITERIA / SUCCESS PROFILE

<b>Qualifications, Certificates or Licences</b>          <b>Experience or skills</b>	Essential	<ul style="list-style-type: none"> <li>• Tertiary qualifications in environmental planning or related discipline, or nearing completion of relevant post graduate qualification</li> <li>• Drivers licence</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Qualifications or experience in a secondary discipline related to environmental planning, such as architecture, urban design, land economics, or geography</li> </ul>
	Essential	<ul style="list-style-type: none"> <li>• Understanding of planning issues and practices.</li> <li>• Research skills and experience.</li> <li>• Analytical skills</li> <li>• Good written and verbal communication skills</li> <li>• IT skills</li> <li>• Ability to work in a team</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Report writing and presentation skills</li> <li>• A working knowledge of the Environmental Planning and Assessment Act, 1979.</li> <li>• Architectural or urban design skills and the ability to present built forms graphically.</li> <li>• Advanced IT skills, computer modelling, GIS and graphics skills.</li> </ul>



## 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. Ability to apply best planning practice.
- **Communication skills:** able to articulate complex and technical matters in simple terms.
- **People skills:** able to approach and attempt to resolve conflicting demands 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	<ul style="list-style-type: none"><li>▪ <b>Collaborate</b> – We are a united team. We work together to deliver great outcomes for our community</li><li>▪ <b>Achieve</b> – We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community</li><li>▪ <b>Respect</b> – We communicate openly, act with integrity and are inclusive</li><li>▪ <b>Evolve</b> – We look for opportunities and embrace change</li></ul>
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## CORPORATE OBLIGATIONS

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Employees	No direct reports. Unit structure shown above.
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	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

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- 19 day month flexitime arrangements
- Attendance at occasional evening meetings with due notification from Managers
- Overtime or time in lieu is available for work outside normal spread of hours with the agreement of the Managers.