

Position Description

Position title	Principal Planner
Reports to	Coordinator Planning
Department	Community, Planning & Environment
Classification	Level 6
Last Review Date	October 2017

Position Summary

This position is primarily responsible for processing and assessing development applications for Tablelands Regional Council. The position is required to support the Coordinator Planning to ensure the development application process includes sound consideration of economic development opportunities, and meets legislative requirements.

Position Specific Accountabilities

- Co-ordinate and manage the assessment of development applications against relevant planning instruments and statutory requirements.
- Ensuring that consideration of development applications includes site visits (where appropriate), consideration of economic development opportunities, as well as community infrastructure considerations.
- Provide sound advice on development application matters.
- Prepare high quality professional reports and recommendations for approval by the Coordinator Planning.
- Develop effective relationships and partnerships with stakeholders to ensure alignment of the development application assessment process to the organisational vision.
- Coach and mentor planning officers, technical officers and administration staff to ensure effective teamwork, knowledge sharing and capability development.
- Lead the investigation of planning and land-use complaints and compliance issues, and provide recommendations regarding enforcement proceedings where necessary.
- Contribute to the development of a cohesive and cooperative work environment where people work together in a spirit of teamwork, trust and quality customer service.
- Attend and participate in Council meetings, public meetings and presentations to a range of client groups as required.

Organisation Responsibilities

- Model the highest standards of ethical and professional behaviour and act with integrity and confidentiality whilst representing Council internally and externally.
- Adhere to all legislative frameworks, rules, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
 - TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
 - Comply with all Workplace Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected.

Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as detailed under separate official delegation instructions through the Chief Executive Officer.

Selection Criteria

Essential

1. Demonstrated high level of ability to prepare and present professional reports and submissions of a complex and substantial nature, including the development of sound recommendations.
2. Demonstrated ability to develop effective relationships and partnerships with stakeholders to ensure alignment of the development application assessment process to the organisational vision.
3. Proven ability to devise solutions and make decisions regarding development applications based on Council policy, project objectives, economic development and technical considerations.
4. High level knowledge of Council Policies, Planning Schemes, the Integrated and Sustainable Planning Acts, and other legislation applicable to the management and development of land.
5. Appropriate qualification in urban/regional planning, or a related discipline.

Qualifications

Appropriate qualification in urban/regional planning, or a related discipline

Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening.
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	