



POSITION DESCRIPTION

Position Title:	Environmental Planner
Position No.:	22
Position Status:	Permanent Full Time
Business Unit:	Land Use Planning
Division:	Development
Date Verified:	September 2015
Approved By:	General Manager Development
Enquiries:	Human Resources Officer 5142 3201

APPLICATIONS

- Please include the following information:**
 - Personal details (telephone number, postal address etc.).
 - Employment history including full details of prior experience and present position.
 - Knowledge/understanding, abilities and skills relevant to the vacant position.
 - Details of formal qualifications (including date of issue).
 - Copies of recent references or details of referees who may be contacted.
 - Applicants should address key selection criteria (5 items each approx. 200 words)
- Online applications to be addressed to:** Human Resources Officer, via our website. Please mark your application: "**Application – Position 22**".



Sale Service Centre
18 Desailly Street (PO Box 506)
SALE VICTORIA 3850
Tel: **1300 366 244**
Fax: (03) 5142 3499
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JOB STATEMENT

The Environmental Planner will provide specialist environmental advice with regard to environmental matters, specifically related to Statutory and Strategic Land Use Planning to the internal and external customers of the Wellington Shire Council.

KEY RESPONSIBILITY AREAS

Customer Service/Quality

- Commitment to a customer service focused culture is essential.
- Respond to requests or enquiries on environmental matters (principally native vegetation matters) by individuals or groups within the community through phone contact, written correspondence and site inspections.
- Liaise on behalf of Council with other agencies, community and relevant groups on land use planning environmental matters.

Specialised Areas

- Provide environmental advice regarding statutory planning matters including processing and review of planning permit applications for native vegetation removal, compliance with environmental conditions on planning permits and other relevant matters as required. This includes review of planning scheme amendments and strategic reports and preparation of submissions.
- Provide advice to internal and external customers about native vegetation, timber production and bushfire planning controls in the Wellington Planning Scheme and other relevant environmental documents.
- Assist Council's Planning Compliance Officers in investigating non-compliance with the Planning & Environment Act, Wellington Planning Scheme and any planning permits issued, as they relate to environmental matters such as the removal of native vegetation. Provide advice as to any action to take in regard to these matters and conduct follow up inspections, monitoring and reporting to achieve statutory compliance.
- Assist Council to fulfill its responsibilities in monitoring the requirements of planning permits.
- Review Timber Harvesting Coupe Plans and Plantation Development Notices and liaise with plantation growers and agents as required.
- Arrange for regular Timber Harvesting Coupe Audits by contractors within the budget provided for this activity and review of reports and take follow up action where necessary.
- Monitor the current native vegetation information on Council's website and arrange for updates when required and undertake other community education initiatives to support improved understanding of native vegetation planning controls and landowner responsibilities.
- Assist with the processing of planning permit applications (including non-native vegetation removal permit applications) during peak periods when requested.
- Carry out environmental investigations, research and prepare Council reports, briefing papers and other reports on environmental and related land use planning statutory and strategic matters as requested.

General

- Carry out environmental planning duties as directed within the Land Use Planning area, to a high standard in order to achieve a high customer satisfaction level.
- As part of a team, contribute to the achievement of organisational strategic and business plans for the achievement of financial, quality management and customer service targets.
- As part of a team, contribute to the successful implementation of Council's Business Excellence Program.
- Take all reasonable steps to provide a safe working environment in accordance with the Occupational Health and Safety Act 2004.

ORGANISATIONAL RELATIONSHIP

Reports to:	Coordinator Statutory Planning
Supervises:	Contractors conducting timber harvesting coupe audits as required.
Internal Liaisons:	Other Land Use Planning staff and other staff.
External Liaisons:	Officers of other Councils, relevant State and Commonwealth Government departments, East and West Gippsland Catchment Management Authorities, Timber Industry, Greening Australia, Trust For Nature, developers and their consultants, landowners and the general public.

JOB ENVIRONMENT

Terms and Conditions of employment are in accordance with any Wellington Shire Council industrial agreement.

- Band 6
- 38 hours per week
- Indoor environment
- Outdoor inspections/site visits
- Local Government
- Some travel required (A council pool car will be available for use)

The position holder is expected to:

- As part of a team, contribute to the achievement of the Council Plan and your Business Unit Plan by achieving financial, customer service and other relevant targets as applicable.
- As part of a team, contribute to the successful implementation of Council's Business Excellence Program.
- Take all reasonable steps to provide a safe environment and minimise damage to property by observing Council's Policies and procedures.
- Act in accordance with Council and Administrative Policies, relevant legislation and Council's Code of Conduct. Particular emphasis is placed staff adherence to the following policies:
 - Occupational Health & Safety.
 - Equal Opportunity, Bullying and Harassment.
 - Use of Information and Telecommunication Systems.
 - Information Privacy.
 - Risk Management.
 - Fraud Control.



PERSON SPECIFICATION

Accountability and Extent of Authority

The Environmental Planner is directly accountable to the Coordinator Statutory Planning for providing specialist advice in respect of environmental matters specifically related to Statutory and Strategic Land Use Planning.

Judgement and Decision Making

- Problem solving and analytical skills will be required to identify and develop environmental options to address land use planning issues.
- Ability to provide environmental advice and guidance in a professional manner to Council, industry and the wider community which is supportive of the environmental provisions of the relevant Planning Legislation and yet which recognises and supports the value of economic development to the Shire.

Specialist Knowledge and Skills

- A detailed knowledge of natural resource management principles and their practical application within Local Government. Equally important is the need to balance the competing interests of environmental conservation and development.
- Knowledge of environmental law as it relates to Local Government Land Use Planning, specifically the Planning and Environment Act, the Wellington Planning Scheme, the Code of Practice for Timber Production, bushfire planning provisions and other relevant legislation, regulations, codes and policies.
- Knowledge and ability in native plant identification, particularly in the Gippsland region would be an advantage.
- Knowledge of relevant state government agency responsibilities in the area of environmental management and regulation, environmental assessment and land use and development.
- A sound knowledge of land use planning processes.
- An appreciation and understanding of environmental issues pertaining to the Gippsland region.
- Practical experience in dealing with and analysing a range of environmental and conservation matters and in developing appropriate responses.
- Ability to deal effectively with government agencies and community groups and represent the views, policies and practices of Council.
- Demonstrated skills in effective community consultation, negotiation and education.
- High-level knowledge and ability in use of Microsoft Office products and other relevant office computer software programs

Management Skills

- Ability to set goals and priorities to manage own work to achieve the desired results and objectives within available resources and timeframes.
- Capable of working independently within a Council policy framework and as part of a multidisciplinary team.
- Ability to schedule and coordinate works programs across a range of activities.
- Ability to supervise contractors as required.
- Proficient in the preparation of reports in a timely manner.

Interpersonal Skills

- Clear, concise and effective written and verbal communication skills.
- Ability to gain cooperation from and work cooperatively with other officers and the general public.
- Adept in liaising effectively with other authorities and the general public.
- Capable of dealing with the general public in order to promote a positive image of Council and the municipality.
- Ability to work in a team to achieve set goals.

Qualifications and Experience

- A relevant degree in environmental science/planning or natural resource management or urban & regional planning.
- Local government experience would be advantageous but not essential.
- A current Victorian Drivers Licence.

KEY SELECTION CRITERIA

- Relevant degree and experience in environmental science/planning, natural resource management or urban and regional planning.
- Sound organisational skills and ability to prioritise own work and meet strict deadlines.
- Excellent written and verbal communication and customer skills and the ability to liaise with a broad range of people,
- Proven ability to work well in a team environment as a team member.
- High-level knowledge and ability in use of Microsoft Office products and other relevant office computer software programs.