

Position Description

STATUTORY PLANNING OFFICER

POSITION OVERVIEW

You will be a key member of the Statutory Planning Team working closely with other planning officers to provide a customer focused and efficient planning service. You will need to be passionate about statutory planning to deliver the best outcome for our community and engender public confidence in statutory planning matters.

You will have responsibility for allocated statutory planning applications and provide consistent advice on a planning scheme matters to stakeholders.

At all times you will role model Alpine Shire values by undertaking your key responsibilities in a professional, efficient, and timely manner whilst contributing to Council's objective of being a high performing organisation.

CLASSIFICATION AND RELATIONSHIPS

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| Classification: | Band 5 Alpine Shire Council Enterprise Agreement |
| Reports to: | Senior Statutory Planning Officer |
| Supervises: | Nil |

KEY DUTIES AND RESPONSIBILITIES

Accountability and extent of authority

This position is accountable for:

- Administering and enforcing the Alpine Planning Scheme, and associated legislation
- Delivering positive, quality, and timely communications with stakeholders
- Engendering public confidence in the statutory planning process through consistent and understandable explanations
- Delivering better planning outcomes by engaging with stakeholders (applicants, objectors, residents, referral agencies etc) to negotiate better solutions for the community in compliance with the Alpine Planning Scheme
- Maintaining confidentiality of sensitive information

Freedom to act is governed by legislation, the Alpine Planning Scheme, Council policy and procedure, delegation, management oversight and regular reporting.

Extent of authority is restricted to matters described in the position description.

Decision making is restricted to matters delegated other than those requiring direct Council resolution under statutory provisions and requirements, delegations, or directions by the Manager, Director, or Chief Executive Officer.

Key duties

Planning applications and related matters

- Process and assess allocated planning applications (including permits, amendments, plans to comply, extensions of time, secondary consents, etc) within statutory timeframes and LGPRF targets and in accordance with relevant legislation and planning scheme requirements
- Prepare well written and understandable reports on the assessment of applications making recommendations on the outcome and conditions.

Statutory planning advice

- Provide advice on statutory planning related matters including interpretation of the planning scheme and application processes.
- Provide prompt, accurate, and consistent advice to external stakeholders that is easily understood
- Provide timely and accurate advice to staff across the organisation on statutory planning related matters

Stakeholder engagement

- Liaise with stakeholders including applicants, referral agencies, other councils, and the community on a range of statutory planning related matters as required
- Deliver sound statutory planning recommendations by working with applicants and submitters to secure better planning outcomes
- Engender public confidence in the approvals process through discussion, simple explanations and prompt and efficient services.

Compliance

- Ensure that breaches of the planning scheme and/or permits are brought to the attention of the Statutory Planning Coordinator, relevant compliance officer and manager and contribute to any investigation

Continuous Improvement and transformation

- Participate in and provide feedback on work process and methods improvements and implementation of new technologies to improve the efficiency and productivity of the statutory planning service
- Support the Statutory Planning Coordinator to implement new ways of working and process improvements
- Assist in the maintenance and updating of relevant statistical data on the statutory planning service.

Other duties

- Promote Council and its activities regularly, proactively, and positively
- Comply with Council's Code of Conduct and Corporate Policies
- Prepare reports and briefing notes as required

- Participate in Councils training program
- From time to time the employee may be required to undertake other duties in addition to those outlined in this position description, but which fall within the employee's capabilities, experience, skills, competence, or training

Judgement and decision making

- Exercise judgement and make decisions on matters which are the responsibility of the position and permitted by delegation following established processes, procedures, and practices
- Solve planning issues by the effective application of established techniques and procedures
- Exercise complete discretion, tact, and confidentiality in dealing with matters affecting councillors, other employees, and members of the community
- Determine appropriate action in relation to customer enquiry including selecting from a range of alternative courses of actions, or referring to appropriate Council Officer or community agency
- Recognise sensitive and/or potential serious stakeholder issues and refer to senior statutory planning officers or the Statutory Planning Coordinator
- Guidance is always available from the supervisor, other statutory planners, and Statutory Planning Coordinator.

Management skills

- Ability to effectively plan, organise and manage own time to achieve allocated workload targets
- Work effectively as part of a team
- Ability to work independently when supervision is not available or as agreed
- Ability to respond to changing priorities.

People skills

- Sound communication skills, both oral and written, to ensure positive and quality communications with a range of audiences including applicants, internal staff, councillors, and key external stakeholders
- Ability to engender public confidence with a strong customer focus
- Ability to build relationships both internally and externally to achieve positive outcomes for Council
- Preparedness to develop facilitation and conflict resolutions skills
- Ability to maintain confidentiality of information and advice
- A strong customer service focus.

EXPERTISE

Qualifications

- Tertiary qualification in town planning (degree or diploma) or significant demonstrated experience in the discipline or related discipline
- Current Victorian driver licence.

Specialist knowledge and skills

- Knowledge and ability to interpret planning schemes, planning and related legislation, regulation, and policies
- Knowledge and understanding of the process of assessing and determining planning permit and related applications
- Developing analytical, interpretative, and problem solving skills
- Good communication skills, including stakeholder engagement and foundation conflict resolution skills
- Understanding and proficiency in the application of relevant procedures, practices, Acts and Regulations
- Sound computer skills, in particular MS Office suite and Greenlight application management software
- Ability and willingness to embrace and use innovative technologies, methods, and processes relating to key responsibilities and in the pursuit of continuous improvement
- Willingness to exercise initiative in the performance of duties with support and supervision.

Experience

- 1-2 years' experience in a town planning role required
- Experience in local government statutory planning desirable.

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Seek assistance when unsure of how to perform a task
- Ensure you observe, understand, and comply with all Occupational Health and Safety legislation, regulations, codes of practice, policies, procedures, and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses, and hazards to a supervisor
- Support the return to work plan for any injured worker when returning to work

- Council employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council.

PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift, and pull using safe manual handling practices
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood
- The work environment may include uneven surfaces and up and down stairs
- You will be required to conduct inspections of land and premises and will therefore be exposed to those conditions normally encountered in those environments.