

# Position Description

## STATUTORY PLANNING OFFICER

## POSITION OVERVIEW

You will be a key member of a team striving to deliver an efficient, responsive, and responsible statutory planning service. You will need to be passionate about statutory planning to deliver the best outcome for our community and engender public confidence in all planning matters.

You will be committed to delivering timely outputs in line with performance reporting frameworks, planning regulations and Council policies, and ensuring the responsibilities of Council under relevant legislation are met.

You will have responsibility for allocated statutory planning applications and provide consistent, robust advice on a range of statutory planning matters to internal and external stakeholders.

Alpine Shire Council is a customer-focused organisation. You will undertake key responsibilities in a professional, efficient, and timely manner and contribute to Council's objective of being a high performing organisation.

## CLASSIFICATION AND RELATIONSHIPS

**Classification:** Band 6 - 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
- 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 (and 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, s173 agreements etc) within statutory timeframes and LGPRF targets and in accordance with relevant legislation and planning scheme requirements
- Prepare professionally written and understandable reports on the assessment of applications including recommendations, conditions, agreements, and refusal grounds.

### Statutory planning advice

- Provide advice on statutory planning related matters including in relation to other legislation and policy such as subdivisions, liquor licensing, gaming, and Aboriginal cultural heritage
- 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 outcomes by working with applicants and submitters to secure better planning solutions
- 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 appropriately resolved or brought to the attention of the Statutory Planning Coordinator, relevant compliance officer and manager and contribute to any investigation and resolution
- Follow up planning conditions to ensure compliance and escalate non-compliance to the relevant compliance officer where enforcement is required.

### Continuous improvement and transformation

- Continually review and make recommendations to improve work processes and methods associated with this role and the Statutory Planning Team
- Contribute to the 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.
- Consistently maintain accurate reporting data for planning and Council systems.

## Other duties

- Promote Council and its activities regularly, proactively, and positively
- Comply with Council's Code of Conduct and corporate policies and procedures
- Maintain accurate records
- Prepare and present reports, briefing notes, and Council reports as required.
- Provide formal input to policy and procedure development on statutory planning related matters
- 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 problems using innovative and effective techniques
- 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 deal with these in an appropriate manner and inform senior statutory planning officers or the Statutory Planning Coordinator accordingly
- Guidance is usually available from senior statutory planning officers, Statutory Planning Coordinator and Manager.

## Management skills

- Work effectively both independently and as part of a team
- Ability to plan, organise, and set priorities of allocated workload
- Ability to meet changing priorities and objectives of the Statutory Planning Team
- Demonstrate a professional work ethic

## People skills

- Exceptional 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
- Ability to facilitate meetings between stakeholders
- Strong conflict resolutions skills

- Ability to maintain confidentiality of information and advice
- A strong customer service focus.

## EXPERTISE

### Qualifications

- Tertiary qualification in town planning or Certified Practising Planner or Registered Planner 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
- Well-developed analytical, investigative, interpretative, and problem solving skills
- Strong communication skills, including stakeholder management and conflict resolution
- 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
- Ability to exercise initiative in the performance of duties and work with minimal supervision.

### Experience

- 3-5 years minimum experience as a Town Planner
- Experience in a similar level role
- Experience in local government statutory planning required

## 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.