

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Senior Statutory Planner
Classification:	Band 6
Position Number:	027.1
Business Unit:	Strategy and Regulation
Directorate:	Wellbeing, Planning and Community
Reports to:	Planning Coordinator

Our Vision and Values

Vision

Thriving Community, Limitless Opportunity

Values

Raise the Bar

Create Brilliance Together

Dream Boldly, Change Bravely

Integrity in Every Step

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

- To process planning and subdivision applications efficiently and effectively in accordance with relevant legislation and the Southern Grampians Planning Scheme
- To provide professional advice on planning matters
- To provide input into the preparation of strategic planning reports, policies, and amendments to planning instruments

- To represent Council at VCAT and other public forums as required

Key Responsibilities

- Delivery of statutory planning services as part of the Planning team
- Provision of professional advice on town planning matters in consultation with the Principle Statutory Planner
- Provision of professional advice on subdivision of land matters in consultation with the Principle Statutory Planner and other senior staff
- Undertake delegated planning responsibilities in accordance with the instrument of delegation and ethical professional practices generally in consultation with the Principle Statutory Planner and other senior staff
- Research and report on planning applications and other planning matters as required, in consultation with the Principle Statutory Planner and other senior staff
- Assist with strategic planning projects as required by Coordinator
- Provision of high-level customer service in response to requests for information and/or advice
- Promotion of the principles of best practice and continuous improvement
- Liaison with government departments, agencies, and other relevant bodies
- Keep abreast of the changing legislation and practice requirements for the assessment of applications
- Conduct meetings with various stakeholders in the planning process, in consultation with the Principle Statutory Planner and other senior staff

Extent of Authority

- Providing expert advice about Statutory Planning processes generally in consultation with the Principle Statutory Planner and other senior staff
- Assessing, reporting, and making recommendations (as appropriate) on applications for planning permits in accordance with the instrument of delegation and ethical professional practices generally in consultation with the Principle Statutory Planner and other senior staff
- Undertaking allocated tasks in a timely and proficient manner
- This position requires input into policy development
- Preparing reports and otherwise generally participating in and contributing to Statutory and Strategic Planning as required in consultation with the Principle Statutory Planner and other senior staff
- Commit to and adhere with Child Safety standards and Council's requirements

Judgement and Decision Making

- Assess applications and make decisions and exercise judgement under the instrument of delegation, pursuant to and in accordance with provisions of the Planning and Environment Act, Subdivision Act and other relevant Acts and Regulations and ethical professional practices, in consultation with the Principle Statutory Planner and other senior staff.
- The exercise of delegated authority, judgement and decision making will be in consultation with the Principle Statutory Planner and/or other senior staff

Specialist Skills and Knowledge

- Knowledge and understanding of the Victorian planning system, including the operation of the Planning and Environment Act 1987 and the Victoria Planning Provisions
- knowledge and understanding of State and local government policy for planning the use
- an understanding of the factors affecting growth and change throughout the Shire and the wider South-West Victoria region
- An understanding of the long-term goals of the department
- Computer literacy skills including an understanding of Geographic Information Systems, Spreadsheet Database Applications and Word Processing

Management Skills

- Ability to effectively manage time
- Well-developed organisational and planning skills that will enable compliance with statutory and other timeframes
- Ability to liaise with other agencies and Council staff to produce professional evaluation and assessments of applications for planning permits
- Ability to set priorities, plan workload, meet deadlines and achieve the objectives through the effective use of time
- The ability to properly document the processing of permit applications and other matters using Council's filing and database systems
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents

Inter-personal Skills

- The ability to communicate clearly and logically about statutory planning matters, particularly in a written report format
- An appreciation of the diversity of stakeholders in the planning process and an ability to work cooperatively with these stakeholders
- The ability and willingness to solve problems through discussion, negotiation and teamwork
- An appreciation of the political context within which decisions about planning are made

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - The Southern Grampians Shire Council Enterprise Agreement
 - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

Qualifications and Experience

- Tertiary qualification in town planning or closely related discipline.
- Previous experience in a statutory planning role in the public or private sector is also required, preferably within Victoria
- Eligibility for Membership of the Planning Institute of Australia is desirable
- Current Driver's license is essential

Key Selection Criteria

The employee will demonstrate the following:

- A relevant tertiary qualification
- Well-developed written and verbal communication skills; and skills in managing multiple tasks within prescribed timelines
- Well-developed customer service focus.
- Evidence of high standard of professional judgement when dealing with statutory planning matters and evidence of previous statutory planning roles, and an understanding of the Victorian planning system
- Willingness to work within a team environment
- Experience presenting cases before the Victorian Civil and Administrative Tribunal (VCAT) is desirable

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Signature: _____

Date: _____