

Job and Person Specification

Position: Planning Officer
Department: Development Services
Reports to: Planning Services Coordinator/Manager
 Infrastructure and Development Services
No of Direct Reports: Nil
Award / Level: Professional Level 2
Incumbent: Vacant
Date Appointed: TBA

Position Objective
<ul style="list-style-type: none"> To assist in the performance of Council's statutory planning duties and to ensure compliance with the <i>Land Use Planning and Approvals Act</i>, the relevant Planning Scheme and other related legislation. To provide an accurate, timely and a consistently high level of customer service to all parties involved in the development approvals process. To contribute to the achievement of Council's strategic objectives in the area of land use planning which reflects the vision for the community and area in which we live.

Key Result Area	Key Tasks	Performance Indicators
Planning Application Assessments	<ul style="list-style-type: none"> Process and evaluate applications for development and make appropriate recommendations to the Planning Services Coordinator in accordance with the Planning Scheme and Council policies Prepare written planning reports and permit recommendations Ensure that professional planning advice and guidance is provided to all areas of the organisation playing an active role in the operation of the Development Assessment Group (DAG). Refer applications as required to appropriate State Government Departments and other 	<p>Accurate and compliant processing of applications</p> <p>Reports written to a high professional standard</p> <p>Professional working relationships are developed</p> <p>High standard of accuracy and presentation</p>

Key Result Area	Key Tasks	Performance Indicators
	<p>relevant organisations</p> <ul style="list-style-type: none"> • Maintain a high level of co-operation with developers, applicants, residents and officers of the Council and Government Departments to ensure adequate consultation on and coordination of applications • Conduct site visits to inspect and evaluate properties in response to development proposals • Monitor and respond to statutory time frames for development applications • Ensure appropriate Risk Management processes and policies are applied to Planning section activities. 	<p>Consistent achievement of processing timeframes for applications</p>
Statutory & Strategic Planning	<ul style="list-style-type: none"> • Administration of Council's planning scheme • Ensure that Council receives qualified advice in the planning reports which it is considering in its role as Planning Authority. • Statutory planning functions including, providing advice on appropriate use, development and subdivision of land within the municipality; ensure compatibility with the ecological and natural values of the Break O'Day area; encourage compliance with the provisions of the planning scheme • Support and participate in policy reviews and strategic land use planning • Prepare briefs and reports on issues related to planning either for internal or external use • Represent Council at hearings as required 	<p>Contribute to statutory and strategic planning outcomes in accordance with Council's planning scheme and any applicable legislative frameworks and timeframes</p> <p>Quality and accuracy of the planning advice provided to Council.</p>
Administration	<ul style="list-style-type: none"> • General administration tasks specifically relating to the Development Services functions of Council including but not limited to: <ul style="list-style-type: none"> • Preparation of reports • Letters 	<p>Administration tasks are completed to a high standard and in a timely manner</p>

Key Result Area	Key Tasks	Performance Indicators
	<ul style="list-style-type: none"> • Data input • Filing • General correspondence • Permits • Statistics • Register maintenance 	
Customer Service & Communication	<ul style="list-style-type: none"> • Provide effective, timely, high quality and comprehensive advice to all Council's customers regarding land use planning, including informing and educating the community • Assess when queries require additional expertise and refer on to responsible officer where appropriate 	<p>Efficient and friendly response to customer enquiries</p> <p>Accurate information is relayed to appropriate officer as required</p>
Team Support & Culture	<ul style="list-style-type: none"> • Actively participate and be an effective contributor to the day to day expression of the agreed values of the organisation • Promote and contribute to Council's reputation as an effective, efficient and responsive organisation with a focus on innovation and problem solving. • Build and enhance relationships that support other team members 	<p>Contribute to a culture within the Planning section which reflects the values of the organisation</p>
General	<ul style="list-style-type: none"> • Any other duties as required by the Planning Services Coordinator/Manager Infrastructure and Development Services 	<p>Tasks completed as requested</p>
Legislation and Council Policies	<ul style="list-style-type: none"> • Be aware of and ensure a thorough understanding of all relevant Council Policies and Procedures • Understand the requirements to ensure compliance with any occupational specific legislation 	<p>Compliance with policies, procedures and legislative requirements</p>
Work Health and Safety (WHS) & Risk Management	<ul style="list-style-type: none"> • Work in accordance with WHS legislative requirements at all times • Participate in occupational health and safety training • Report incidents and accidents to Work Health & Safety Coordinator • Risk management responsibilities as outlined in the BODC Risk Management Framework 	<p>Compliance with WHS legislation</p> <p>WHS training is completed as requested</p> <p>Awareness of and compliance with Risk Management processes and maintenance of Risk Register</p>

Selection Criteria/Person Specification	
QUALIFICATIONS/EXPERIENCE	<ul style="list-style-type: none"> • Relevant tertiary qualifications in Town Planning or significant relevant experience and a tertiary qualification in a related discipline • Demonstrated knowledge of statutory planning and related legislation
KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> • Practical IT skills applicable to planning processes (GIS and Practical knowledge of Land Use Planning Legislation, Principles, Policies and Practices • Working knowledge of Local Government Legislation and related polices and guidelines records management systems) • Commitment to excellence in customer service and managing stakeholder relations in a politically sensitive environment • Well-developed interpersonal skills and an ability to communicate effectively, verbally and in writing and ability to provide assistance to other staff within the Council • Proven ability to assess and efficiently respond to customer enquiries including over the counter telephone enquiries by assisting quickly, politely and professionally • Ability, either individually or as a member of a team to plan, organise, set priorities and work effectively and efficiently and to provide help to other staff members • Current drivers license
Other Specifications	
DELEGATIONS & AUTHORITY	N/A
JOB REQUIREMENTS	N/A
EEO	Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment
TRAINING	Will be provided