



Job and Person Specification

Position: Senior Town Planner
Department: Development Services
Reports to: Development Services Coordinator
No of Direct Reports: Planning Officer
 Casual Planning Officer(s)
Award / Level: Professional Level 3
Incumbent:
Date Appointed:

Position Objective
<p>The Senior Town Planner is responsible for the effective delivery of planning services, ensuring an efficient, effective and customer-focused planning service for the community.</p> <p>The role has a dual focus, encompassing the delivery of statutory planning services to achieve legislative compliance, alongside strategic land use planning activities that support sustainable development and reflect the vision for the community and the area in which we live.</p> <p>The Senior Town Planner plays an important leadership role in fostering a strong customer service culture within the organisation, providing guidance and support consistent with Council's organisational values.</p> <p>The position operates in accordance with Council's values of <i>working as a team with open and honest communication; acting with integrity; and showing respect while being positive and proactive in our actions.</i></p>

Key Result Area	Key Tasks	Performance Indicators
Governance & Corporate Planning	<ul style="list-style-type: none"> Provide required reports in a timely manner for Council's Annual Plan, Monthly Progress Reports and Annual Reports as it relates to planning services. Liaise with Government and non-government agencies, organisations and groups to ensure that the delivery of Council's town planning services are relevant, best practice and operating in accordance with current legislative requirements. 	<p>Quality and accuracy of the planning advice provided to Council.</p> <p>Meet all assigned Annual Plan activities.</p>
Planning Services	<ul style="list-style-type: none"> Ensure the delivery of efficient and high quality statutory planning services that includes the assessment and processing of a full range of development and subdivision applications including those lodged by government entities. 	<p>Quality of communication and advice to customers.</p> <p>Completeness and quality of development assessments</p>

	<ul style="list-style-type: none"> • Contribute to planning compliance activities and assist with Council’s compliance activities where required ensuring appropriate enforcement procedures are complied with. • Provide effective guidance and mentoring within Development Services and deliver an efficient and effective statutory planning service. • Simplification and improvement of administered planning processes. • Support Councils economic development activities from a land use planning perspective. • Provide effective, timely, high quality and comprehensive specialist advice to the Council and all Council's customers and stakeholders, including informing and educating the community • Facilitate the core functions of the Development Assessment Group in relation to identifying assessment resources, identifying efficiencies and streamlining processes. • Represent Council (or coordinate representation) before the Tasmanian Planning Commission and Tasmanian Civil & Administrative Tribunal (TASCAT), court hearings, advisory bodies and other forums as may be required on planning matters. • Exercise delegations provided by Council including consideration of planning applications, including assessment and reporting 	<p>Support systems operate effectively meeting the needs of the organisation</p> <p>Continuous improvement activities within planning services that result in SMART deliverables as agreed with the Development Services Coordinator.</p>
Strategic Land Use Planning	<ul style="list-style-type: none"> • Represent Council in regional and statewide strategic land use planning projects and policy development activities. • Develop and integrate strategic land use documents and plans that are aligned with the Tasmanian planning scheme and relevant local provision schedules. • When required develop project or consultancy briefs to give effect to Council’s strategic land use and policy priorities. • Manage consultancies relating to strategic land use activities including procurement and day-to-day oversight of consultancy delivery. • Integrate relevant strategies and vision within Council’s Strategic Plan into land use planning activities and supporting information. • Build and maintain relationships and partnerships with stakeholders to advocate effectively on behalf of the organisation, the community and Break O’Day. • Build and maintain relationships and partnerships with stakeholders that supports and promotes economic development in Break O’Day. 	<p>Delivery of strategic land use planning activities.</p> <p>Development and maintenance of strategic land use documents</p>

Quality Systems – Policies & Procedures	<ul style="list-style-type: none"> Plan, implement and review continuous improvement of customer service, operational performance and work practices, procedures, policies and systems within planning services. 	<p>Planning service policies, procedures and systems comply with legislative requirements.</p> <p>Continuous improvement initiatives are identified and implemented to enhance customer service, operational performance and work practices within planning services.</p>
Customer Services, Communication & Culture	<ul style="list-style-type: none"> Develop and foster high levels of respect and satisfaction from the community and stakeholders dealing with the planning section through a customer service focus by staff. Promote and provide effective communication within planning services, across Council departments, councillors, the community and with other external stakeholders Promote and provide positive change to planning section staff in accordance with agreed organisational values. 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>Quality of the customer service activities delivered.</p> <p>The organisation and stakeholders feel well informed on planning services activities</p> <p>Contribution towards the 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 Development Services Coordinator 	Tasks completed as requested
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 	Compliance with policies, procedures and legislative requirements
Work Health and Safety	<ul style="list-style-type: none"> Work in accordance with OH&S legislative requirements at all times. Participate in occupational health and safety training. Report incidents and accidents to Risk and Safety Coordinator. Risk management responsibilities as outlined in the BODC Risk Management Framework 	Compliance with Workplace Health & Safety Act 2012 OH&S training is completed as requested.
Selection Criteria/Person Specification		
QUALIFICATIONS/EXPERIENCE	<ul style="list-style-type: none"> Tertiary qualifications in land use planning, urban studies or similar (Essential) A minimum of three (3) years experience in a statutory planning role 	

	<ul style="list-style-type: none"> Local Government background (Highly desirable)
KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> Demonstrate a sound understanding of the political environment surrounding land use planning Excellent written communication skills and experience in compiling and producing well written strategies, plans, reports and policies. Excellent oral communication and interpersonal skills with proven ability to liaise with people at all levels and to deliver difficult messages. Excellent knowledge and understanding of relevant legislation Proven problem solving, analytical and investigative skills relevant to the position Demonstrated ability to identify process improvement opportunities and to invoke/implement measurable improvements.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> High standards of personal ethics and values Outstanding customer service when dealing with a variety of customers Confident communicator who communicates with professionalism Capable of producing sound and confident decisions and solutions within critical timeframes. Ability to encourage and act as part of a cohesive work team High level of motivation and leadership skills Proven ability to foster innovation
Other Specifications	
DELEGATIONS & AUTHORITY	<ul style="list-style-type: none"> LUPA Act (1993) as provided in Council’s Delegations Register
JOB REQUIREMENTS	<ul style="list-style-type: none"> The incumbent is required to work within established guidelines, timeframes, and objectives and in accordance with Council policy and procedures and government legislation. Current drivers licence – Class C National Conviction Check
EEO	Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment.
TRAINING	As identified.

By accepting this position, the employee understands their responsibility:

- To keep all information that they are exposed to confidential during and after their period of employment with Break O’Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- To not access any information within Council's systems that is not directly relevant to their work.

Employee
Signature: _____

Date: ____ / ____ / ____

Approved By
Departmental
Manager: _____

Date: ____ / ____ / ____

Approval By
General
Manager _____

Date: ____ / ____ / ____

Date Position
Created: ____ / ____ / ____

Date Position
Reviewed: ____ / ____ / ____