

	POSITION DESCRIPTION			PD024
	Town Planner			
Classification	Professional Officer, Level 2	Status	Full-time	
Directorate	Infrastructure & Development	Incumbent		
Department	Development & Regulatory Services	Reporting to	Manager Development & Regulatory Services	

PURPOSE OF THE POSITION

To carry out statutory and strategic planning functions and provide clear, prompt advice to key stakeholders on matters relating to planning applications.

Provide support to the Director Infrastructure & Development Services in the discharge of Council's responsibilities under the *Land Use and Planning Approvals Act 1993* and the Waratah-Wynyard Interim Planning Scheme 2013.

Represent Council in Planning Appeal conferences held before the Resource Management and Planning Appeal Tribunal when required.

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
Development & Land Use Planning	<ul style="list-style-type: none"> Effective and professional support provided to Council and other key stakeholders in the statutory functions of development control. Appropriate promotion and advice on all aspects of the Land Use and <i>Planning Approvals Act 1993</i> and the Waratah-Wynyard Interim Planning Scheme 2013. Research, interpret and apply relevant legislation. Professional liaison with other Government, and appropriate non-government agencies, to ensure Council's Planning Services are developed and compliant with legislation and contemporary practice. Processing of development applications is professional and timely. Development of Council's Local Provisions Schedules, including assessment of the existing zoning allocations. Ongoing maintenance of Council's planning scheme Advise on compliance and recommend appropriate action in accordance with relevant legislation and policy. Discharge delegated, or statutory responsibilities as assigned to the position holder proficiently and in the spirit and intent of the delegation. Representation, on behalf of Council, in regard to Resource Management and Planning Appeal Tribunal matters, when required.
Standard Clauses	
Meetings and Interactions	<ul style="list-style-type: none"> Attending and actively participating in internal and external meetings and workshops, as required.

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
Customer Service	<ul style="list-style-type: none"> ▪ A consistently high level of customer service, based on defined service levels, provided to internal and external customers both individually and by the team. ▪ Effective communication occurs with all stakeholders, based on a solution and outcomes focus. ▪ Effective involvement in community engagement activities relevant to the position and Council. ▪ Customer queries, complaints and correspondence responded to in accordance with defined service levels and Council expectations.
Resource Sharing	<ul style="list-style-type: none"> ▪ Other duties and back up servicing provided to the Circular Head Council, as required from time to time, pursuant to the Resource Sharing agreement between the two Councils.
Confidentiality	<ul style="list-style-type: none"> ▪ Integrity and confidentiality of all council related activity and documentation is being maintained.
Records Management and Documentation	<ul style="list-style-type: none"> ▪ All records, documentation and procedures in relation to the activities and functions of the position are current, accurate and relevant. ▪ Records are created, used, maintained, recorded and managed in accordance with the Council's Information Management Policy.
Procurement	<ul style="list-style-type: none"> ▪ Responsible for purchasing goods and services in accordance with the Procurement Policy and delegated financial limits.
Risk Management	<ul style="list-style-type: none"> ▪ Maintain an active awareness of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council. ▪ Assist Council to mitigate risk by promoting risk awareness throughout the organisation. ▪ Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances.
Performance Measures	<ul style="list-style-type: none"> ▪ Departmental Key Performance Indicators (KPI's) developed. ▪ Reports against KPIs are occurring. ▪ Updates and achievements of outcomes completed in Interplan. ▪ Performance monitored against internal and external Council survey results.
Additional Duties	<ul style="list-style-type: none"> ▪ Other duties as directed within the scope of the position.

SPECIAL CONDITIONS
<ul style="list-style-type: none"> ▪ A Tasmanian current driver licence is an essential requirement of this position. ▪ A pre-employment medical including drug and alcohol testing is required prior to commencement. ▪ A satisfactory National Police Check will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature that is not appropriate for the role.

WORK HEALTH AND SAFETY ACCOUNTABILITIES

All staff are required to observe the following WHS accountabilities:

1. Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility; and
2. Ensure full compliance with responsibilities under the *WHS Act 2012*, the *WHS Regulations 2012* and other relevant legislation, in particular:
 - Take reasonable care for your own safety and that of others at their work.
 - Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment.
 - Report safety hazards to minimise and control risk.
 - Report immediately any incident or injury which arises in the course of your work.
 - Ensure completion of induction, instruction and training prior to undertaking tasks.
 - Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person.
 - Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions.

CORPORATE ACCOUNTABILITIES

All staff are required to observe the following corporate accountabilities:

1. Compliance with all legislative requirements.
2. Understand and promote Council's Strategic Objectives and Core Values.
3. Adhere to Council's plans, policies, guidelines and procedures which include the Customer Service charter, WHS Standards, Information Management, Risk Management plan and matters outlined in the Employee Handbook and Enterprise Agreement.

COUNCIL VALUES

Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.

RESPECT - People are heard, valued and respected. We are fair and equitable in all our practices.

PRIDE - We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity

CONNECTION - People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.

SUSTAINABILITY - The impact we have on people and our environment is important to us. We make integrated and sustainable choices.

LEARNING - We are a learning organisation. We embrace opportunities for continuous improvement and innovation.

ORGANISATIONAL RELATIONSHIPS

<u>Reports to:</u>	Manager Development and Regulatory Services.
<u>Direct Reports</u>	Nil
<u>Internal Liaisons:</u>	The Town Planner is required to operate as an effective part of Council and is expected to ensure professional and effective working relationships with the Executive Management Team, Senior Management Team and all staff throughout the organisation.
<u>External Liaisons:</u>	The Town Planner interacts with the public, contractors and various representatives of the community and other Councils, State Government departments and other Government bodies, on behalf of the organisation. High standards of professionalism and customer service are expected, and the incumbent must display a positive and constructive approach towards Council and its activities.

EXTENT OF AUTHORITY

The Town Planner exercises powers and duties within the classification of the role and delegations as defined by legislation, policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, the Officer will refer the matter to the Manager Development and Regulatory Services.

PERSONAL ATTRIBUTES

- High standard of integrity and discretion which inspires trust and confidence.
- Mature pleasant disposition.
- Motivated with the ability to work in a positive and solutions focused environment.
- Demonstrated commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.
- Ability to build and maintain cooperative relationships with internal/customers, and within a team.
- Enthusiasm and commitment to sustained effort through diligence and pursuit of high standards.
- Commitment to ongoing personal and professional development which drives best practice.
- Proactively utilises initiative, innovation and a commitment to continuous improvement.
- Time management skills and the ability to develop, maintain and monitor own work program to meet deadlines.
- Strong collaborative skills which enable effective engagement with a broad range of stakeholders.
- Ability to employ sound judgment and decision making amongst competing demands.
- Inclusive and effective communication skills and techniques with an ability to communicate concepts to others.
- Ability to show initiative in planning and developing new ideas and approaches, and to implement and communicate change effectively.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Formal Qualifications

- Formal qualifications acceptable for membership to the Planning Institute of Australia as a Town Planner.
- Current unrestricted Tasmanian driver licence.

Knowledge & Experience

- Sound knowledge of relevant planning and development legislation, planning schemes and associated statutory processes and procedures.
- Ability to interpret and use planning legislation, planning appeal decisions and other relevant statutory provisions and policies to achieve innovative and equitable outcomes.
- Highly developed analytical, investigative and problem-solving skills; and a demonstrated ability to produce thorough and well researched reports and correspondence.
- Demonstrated skill in high levels of customer service and the engagement of key stakeholders.
- Ability to communicate concepts to others through effective collaborative and negotiation techniques.
- Competency in the use of software packages required to undertake all aspects of the position.
- Experience with Smart Phones and online technology and willingness to use as part of your role.

SELECTION CRITERIA

Essential

- Completion of relevant tertiary qualifications with extensive experience in town planning or related discipline, acceptable for membership to the Planning Institute of Australia as a Town Planner. Applicants who have progress towards these qualifications may also be considered.
- Commitment to personal integrity, continuous improvement and understanding customer expectations in order to supply best value for money services.
- Ability to interpret and use planning legislation, planning appeal decisions and other relevant statutory provisions and policies to achieve innovative and equitable outcomes.
- Highly developed analytical, investigative and problem-solving skills; and a demonstrated ability to produce thorough and well researched reports and correspondence.
- Demonstrated ability to contribute to, and work within, a positive and solutions focused work environment.
- Demonstrated high level skills in customer service through effective relationships and stakeholder's engagement.
- Collaborative and negotiation skills which results in the ability to effectively communicate concepts to others; capability to manage change and expectations, contributing to the effective resolution of complex matters and situations.
- Computer literacy and knowledge of programs applicable to undertaking the functions of this role within the Local Government environment.
- A current Tasmanian driver licence is an essential requirement of this position.

Desirable

- Experience specific to Local Government Development and Permit Authority.

ACCEPTANCE OF POSITION

I agree to the current requirements of this Position Description.

Employee Name: _____

Employee Signature: _____ Date: _____

General Manager Approval: _____ Date: _____