

POSITION DESCRIPTION

POSITION TITLE:	Statutory Planner
STATUS:	Full Time - permanent
CLASSIFICATION:	Band 5
BUSINESS UNIT:	Development and Compliance Service
DATE REVIEWED:	2018

ORGANISATIONAL CONTEXT

Our vision is that the Cardinia Shire will be developed in a planned manner to enable future generations to enjoy and experience the diverse and distinctive characteristics of our Shire

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our corporate values. The Values help guide us to continue to be a customer-focused organisation that strives to achieve excellence in everything that we do. The Values form the basis of how we behave in the workplace and conduct the business of planning. Our corporate values are:

Teamwork:	We work collaboratively to achieve shared goals
Respect:	We value diversity and appreciate others
Accountability:	We are responsible for our actions and behaviours
Communication:	We communicate openly and share knowledge with others
Customer focus:	We consider the needs of others and make a difference for our community

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from new born babies, to young people, families and our senior citizens.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator – Statutory Planning
Internal Liaison:	Senior Management, Managers, other staff as required
External Liaison:	Members of the community, government agencies, infrastructure service providers, other municipalities' developers, lawyers and consultants (planning, architectural, environmental, engineering etc)

POSITION OBJECTIVE

To contribute to the effective and efficient management of the use, development and protection of land in the Cardinia Shire.

KEY RESPONSIBILITIES

Planning responsibilities

- Process planning permit applications.
- Process requests for amendments to permits, the approval of plans and the extension of planning permits.
- Prepare and present submissions to the Victorian Civil and Administrative Tribunal in relation to applications for the review of a decision.
- Provide information and advice in response to telephone and counter enquiries on planning matters.
- Prepare responses to written enquiries on planning matters.
- Provide assistance and support to management including briefings on issues, organising meetings, or other duties as appropriate.
- Play an active role in the implementation of actions to improve the performance of the Department in undertaking statutory planning activities.
- Provide assistance and advice to other Council service providers on planning matters.
- Assist with administrative activities associated with the operation of the department including the maintenance of records and files.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to and promote HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

ORGANISATIONAL RELATIONSHIPS

- Reports to: Team Leader – Statutory Planning.
- Internally position liaises with Senior Management, Managers and other staff as required.
- Externally position liaises with Members of the community, government agencies, infrastructure service providers, other municipalities developers, lawyers and consultants (planning, architectural, environmental, engineering etc).

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for ensuring that tasks are dealt with in a timely and efficient manner.
- Responsible for ensuring that all relevant legislation, policies, strategies and other matters are taken into consideration in making or recommending a decision or providing advice.
- Responsible for ensuring the accuracy and quality of work produced.

JUDGEMENT AND DECISION MAKING

- The tasks are clearly defined, and there are established procedures and guidelines.
- The tasks often involve issues requiring the application of professional or technical knowledge, experience, policy or guidelines and precedent. Occasionally complex issues will relate to situations not previously encountered and may require some creativity and initiative.
- Guidance and advice is available within the time to make or recommendation a decision, or provide advice.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to research and analyse information, and prepare concise reports and recommendations.
- Knowledge and understanding of statutory planning processes including planning related legislation.
- Knowledge of corporate values, objective and strategies, and how the position and department contribute to achieving these.
- Knowledge and skills in the use of the Microsoft Office software package.

MANAGEMENT SKILLS

- Ability to effectively plan, organise and manage your own time and workload.
- Ability to achieve specific outcomes within set timeframes against conflicting priorities.
- Ability to embrace the Cardinia Values Framework and keys to success.

INTERPERSONAL SKILLS

- Ability to clearly and concisely communicate information and advice in both a written and verbal form.
- Ability to gain co - operation and assistance from others.
- Ability to discuss and resolve issues of conflict.
- Ability to work effectively as part of a team.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in planning or a related discipline (eg: geography, environmental science).
- Experience in statutory planning would be highly regarded.
- A current driver's licence.

KEY SELECTION CRITERIA

- A tertiary qualification in planning or a related discipline.
- A sound knowledge and understanding of statutory planning processes including planning related legislation.
- Ability to research and analyse information, and prepare concise reports and recommendations.
- Well-developed interpersonal skills.
- Ability to effectively plan, organise and manage your own time and workload including achieving specific outcomes within set timeframes against conflicting priorities.
- A current driver's licence.
- Ability to embrace the Cardinia Values Framework and keys to success.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Enterprise Agreement 2017 and Cardinia's policies and procedures.

Tenure:	This is a permanent and ongoing position
Probation period:	All Council appointments are subject to a minimum period of employment ("probationary period") of six months
Medical examination:	All appointments are required to undertake a satisfactory pre-employment medical examination at Station Street Clinic, Pakenham (at Council's expense).
Police Record check:	All appointments are subject to a satisfactory National Police Record Check.