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	<div data-bbox="367 526 478 593" style="text-align: center;"> <p>Group</p> </div>	City Planning Group	
	Incumbent	Vacant	
		SIGNATURE:	
		DATE:	
	Manager	Ross Lovell	
		SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
		SIGNATURE:	
		DATE:	

	Development Date	
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Role Objectives:

- To facilitate good standards of development by pro-actively assisting customers and developers.
- To provide accurate and cordial customer service, in matters of a general nature.
- To provide information and service in the fulfilment of Council's statutory planning obligations.
- To support the development of procedures which reflect statutory requirements, Council policies and community expectations.

Essential Duties and Responsibilities

Ensure land use planning, development and development assessment procedures are efficient, timely and cost effective by:

- Participating in Council's City Planning Group, ensuring a fully integrated approach to its operation is achieved. In particular by:
 - under general guidance, investigating and reporting of planning and subdivision applications within established work practices.
 - undertaking a range of support tasks, including research, site inspection and application notices as required.
 - under general guidance, processing subdivision final plans and strata plans in accordance with Council procedures.
 - collaborating with relevant staff in relation to development control investigations.
 - assisting in preparing and processing scheme amendments.
 - assisting with planning research and studies.
- Providing accurate information to customers on subdivision and land use & development proposals and projects. In particular:
 - providing information on planning matters to developers and the public.
 - investigating and responding to preliminary assessment requests.
 - calculating fees and accepting applications for permits, planning scheme amendments, subdivision and stratum plans, within statutory and Council procedures.
- Drafting timely correspondence as required. Written responses to requests from internal and external customers are to be made within 10 days.

Ensure social, economic and environmental outcomes of the City Planning Scheme are met by:

- Providing information to a broad range of customers on development proposals and related land use issues.

- Assisting with planning research as required.

Ensure general support to the attainment of Group objectives by:

- Ensuring relevant correspondence, applications, complaints, and other requests are dealt with in accordance with agreed policies and statutory requirements in a courteous, timely and professional manner.
- Providing support to other City Planning Group members and other groups (including responding to customer enquiries of a general nature or for enquiries of a specialist nature, by obtaining the assistance of a relevant officer).
- As part of the Group's team approach to the workload, providing direct support to other staff as required, including assisting with enquiries and providing relief support to the Administration and Technical Officer to ensure continuation of statutory processes.
- Participating in workplace improvement programs/committees.
- Participating in testing software and process upgrades as required.

The essential duties and responsibilities of the role are outlined above; however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All Workers must:

- comply with all reasonable and lawful directions.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace.
- comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:
 - Customer Service Framework and Charter
 - Procurement Policy and Code for Tenders and Contracts.
 - Fraud Policy
 - Workplace Behaviour and Code of Conduct Policies
 - Work Health and Safety Policy and Procedures
- perform all duties to the best of their ability at all times.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

Organisational Relationship

The Planner is a member of the City Planning Group and is responsible to the Manager City Planning through the Senior Statutory Planner.

Salary

The salary for this position is Pay Point 17 to 20.

Selection Criteria

Essential

- A relevant qualification in planning, environmental design or similar.
- Initiative, resourcefulness and the ability to solve problems under general guidance.
- Commitment to high level customer services delivery.
- Well-developed interpersonal communication skills.
- Good report writing skills.
- Strong time management and organisational skills.
- Confidence in using applications software and assessment tools such as Bluebeam.
- Drivers Licence.

Desirable

- Knowledge of relevant Acts and contemporary planning issues and principles.
- Experience with the use of software such as CAD, InDesign, Photoshop, Google Sketchup and similar.
- Experience in user acceptance testing for software upgrades, patch releases, or fixes.

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO
 - Operating computers.
 - Sitting posture for prolonged periods,
 - Lifting and carrying office equipment (about 15kgs).
 - Driving (passenger vehicles).
 - Dealing with enquiries and difficult situations on a regular basis.