


<div data-bbox="319 224 542 448" style="background-color: #0070C0; color: white; border-radius: 50%; width: 140px; height: 100px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> Role Title </div> <div data-bbox="343 481 518 649" style="background-color: #A0C4E0; border-radius: 50%; width: 110px; height: 75px; display: flex; align-items: center; justify-content: center;"> Group </div> <div data-bbox="231 1758 375 1870" style="text-align: center;">  </div> <div data-bbox="204 1877 399 1899" style="font-size: 10px;"> Clarence... a brighter place </div>	<div data-bbox="375 257 486 392" style="font-size: 24px; font-weight: bold;">Role Title</div>	<div data-bbox="774 257 949 324" style="font-size: 24px; font-weight: bold;">Planner</div> <div data-bbox="774 324 1029 369">Role Description</div>	
		City Planning Group	
	Incumbent	Vacant	
		SIGNATURE:	
		DATE:	
	Manager	Ross Lovell	
		SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
		SIGNATURE:	
		DATE:	

	Development Date	November 2022
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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 contribute to effective land use planning and development within the City, through contributing to the strategic planning work program.
- To provide advice 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:
 - investigating and reporting of planning and subdivision applications within established work practices
 - processing subdivision final plans and strata plans in accordance with Council procedures
 - representing Council in mediation and hearings before the Appeal Tribunal and the Tasmanian Planning Commission
 - collaborating with relevant staff in relation to investigations and enquiries and concerning development control
 - contributing to scheme amendments
 - assisting with planning research and studies
 - preparing Council reports on general planning matters, such as legislation or planning policy
- Providing accurate advice to customers on subdivision and land use & development proposals and projects. In particular:
 - providing advice on planning matters to developers and the public
 - investigating and responding to preliminary assessment requests
 - calculating fees and accepting applications for development permits, subdivision permits, planning scheme amendments, 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 advice to a broad range of customers on development proposals and related land use issues.
- Undertaking a range of tasks, including research, consultation, design input and report preparation, as part of the strategic planning work program.

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 of a specialist nature and providing relief duties in the absence of other group members.
- Participating in workplace improvement programs/committees.

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 General Manager.

Organisational Relationship

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

Salary

The salary for this position is Pay Point 19 to 25.

Selection Criteria

Essential

- A suitable town planning qualification.
- Demonstrated knowledge of Acts relevant to development processes.
- Demonstrated knowledge of contemporary building and planning issues and principles.
- Initiative, resourcefulness and the ability to solve problems under general guidance.
- Commitment to high level customer services delivery.
- Well-developed interpersonal communication skills.
- Well-developed report writing skills.
- Strong time management and organisational skills.
- Computer literacy, including confidence in using contemporary applications software and assessment tools such as Bluebeam.

Desirable

- Relevant statutory planning experience, including some experience in Local Government.
- Additional qualifications in a design area – such as urban design, landscape architecture, graphic design or architecture.
- Experience with the use of software such as CAD, InDesign, Photoshop, Google Sketchup and similar.

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.