

POSITION DESCRIPTION



POSITION TITLE: Senior Planner
CLASSIFICATION: Band 6
UNIT / DIVISION: Planning & Building/Regulatory & Community Services

HUMAN RESOURCE MANAGER:
Signature & Date

GENERAL MANAGER:
Signature & Date

INCUMBENT:
Signature & Date
.....
Print Name

POSITION OBJECTIVES

As a senior member of the Planning & Building Unit, the Senior Planner will contribute to the delivery of efficient, effective, appropriate and timely provision of statutory and strategic planning services.

KEY RESPONSIBILITIES

- Ensure matters are dealt with in the best interests of the community, and are processed in accordance with relevant Regulations, Acts and Council policies and processes
- Assess planning applications and make appropriate and sound recommendations
- Prepare and review reports, inspect sites, liaise and coordinate as necessary with internal and external stakeholders in the investigation of applications
- Monitor, review and maintain the Campaspe Planning Scheme to identify issues and prepare reports in respect to its continued strategic relevance
- Coordinate and facilitate the preparation of Planning Scheme amendments to the Campaspe Planning Scheme
- Provide advice to the public on use and developments possible under the Campaspe Planning Scheme
- Provide input into the development of systems and procedures to enhance the processing of applications
- Prepare and represent Council at the Victorian Civil and Administrative Tribunal (VCAT) and Panel Hearings
- Participate in and lead cross-departmental project working groups as required
- Manage projects including project scoping, supervision of consultants and contractors, contract administration, cost monitoring and ensuring project outcomes are fit for purpose

POSITION DESCRIPTION

ORGANISATIONAL RELATIONSHIPS

Reports to:	Planning Team Leader
Supervises/Manages/Coordinates:	Nil
Internal Liaisons:	Planning & Building Manager General Manager Regulatory & Community Services All staff
External Liaisons:	Other Government Departments Consultants Regional Bodies Members of the public

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provide specialist advice to internal and external stakeholders within Council guidelines
- Provide support within area of expertise
- Have formal input into policy development within area of expertise
- Act within set objectives, budgets and refer to manager for any decisions on any matter which could have an effect on Council Policy, projects and budget

JUDGEMENT AND DECISION MAKING

- Make decisions based on specialist knowledge and skills and knowledge of department goals and objectives
- Use previously acquired experience and specialist knowledge to solve problems
- Guidance and advice is usually available

SPECIALIST KNOWLEDGE AND SKILLS

- Excellent understanding of technology, procedures and processes relevant to the unit
- Ability to interpret regulations including relevant policies, regulations and precedents
- Understanding of the long term goals of the unit and of relevant policies of the unit and wider organisation

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise one's own work and that of other employees to efficiently achieve specific and set objectives within a set timetable
- Provide guidance and leadership to staff of lesser experience
- Ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development
- Asset Management involves all areas of Council including those that plan services, provide services, manage assets, and manage financial functions. Asset management is a key element of Council's integrated planning

POSITION DESCRIPTION

INTERPERSONAL SKILLS

- High level written and verbal communication skills
- Conduct research and write reports in field of expertise
- Ability to gain cooperation and assistance from internal and external stakeholders
- Ability to liaise with counterparts to discuss specialist matters and where appropriate with employees in other functions to resolve intra-organisational problems

QUALIFICATIONS AND EXPERIENCE

Mandatory

- Degree in Town Planning with a minimum 3 years' experience
- Eligible for Planning Institute of Australia Membership
- Valid driver's licence

Desirable

- Local Government experience and knowledge of the current issues in Local Government in Victoria

Key Selection Criteria

- Relevant qualifications and experience
- Demonstrated experience in a broad range of strategic planning projects and policy development
- Experience in developing and implementing Planning Scheme Amendments, including experience presenting at Planning Panel/VCAT Hearings
- Demonstrated knowledge of the Planning and Environment Act 1987, Subdivision Act 1988 and the Planning Policy Framework
- Experience in managing multiple complex projects, to deliver outcomes within agreed timelines and budgets

Other Prerequisites – Applicants must have a valid Australian visa with work rights and hold an Australian Driver's Licence.