

Position:	Senior Statutory Planner
Agreement:	Surf Coast Shire Council Enterprise Agreement 2019 – 2022
Award Classification:	Band 6
Division:	Place Making & Environment
Department:	Planning and Compliance
Date Reviewed:	April 2022
Approved By:	Manager Planning and Compliance
Current Incumbent:	Vacant

Our purpose, direction and approach were developed collaboratively by our people for our people. They are the words that resonate with us and guide us with our decision making, ensuring that our community is front of mind.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

- We set clear expectations
- We are accountable for our actions
- We get things done

We See Opportunity

- We look for better ways
- We are open minded
- We learn from our experiences

We Work Together

- We value strengths and differences
- We seek to work with others
- We help people to succeed

We Make a Difference

- We proudly represent Surf Coast Shire Council
- We act with the future in mind
- We go the extra mile

POSITION OBJECTIVES

To provide a customer focused approach to the delivery of planning services to the community.

To provide professional advice under regular supervision to developers, the community and Council as to the requirements of the Planning Scheme, related legislation and strategic policy.

To provide Statutory Planning Services to the Planning and Compliance Department in accordance with the Planning and Environment Act and Surf Coast Planning Scheme.

To undertake assessment and processing of planning applications, development plans and assist in the administration of the Surf Coast Planning Scheme.

ORGANISATIONAL CONTEXT

Refer to Surf Coast Shire Council Organisation Chart within this document.

ORGANISATIONAL RELATIONSHIPS

- Reports to:** Coordinator Statutory Planning
- Supervises:** N/A
- Internal Relationships:** All employees
- External Relationships:** General public, government departments and agencies, referral authorities, consultants, industry representatives, other professionals and local authorities.

Key responsibilities	Measurable outcomes
<p>Planning</p> <ul style="list-style-type: none"> • Processing and reporting on applications for routine and complex planning permits and development plans • Research and prepare assessments, comments, reports and correspondence on other routine and complex town planning related matters. • Represent Council in public forums and appeal hearings. • Engender a team approach within the Planning and Compliance Department through the interaction with other members as required. • 	<ul style="list-style-type: none"> • Provide a high level of customer service to the community in the delivery of statutory planning services. • Processing planning applications as efficiently as possible given the context of the application with a pragmatic and solutions focussed approach and meet agreed service standards. • Produce clear reports and correspondence relating to planning permit applications and general planning matters. • Attend public forums and appeal hearings and provide information in a professional and respectful manner. • Attend Council Briefing sessions as required and provide expert written advice to the Council. • Liaise and communicate with other areas of the Division to assist in making informed decisions. • Contribute to the development of new policy in the Surf Coast Planning Scheme

<p>General Responsibilities</p> <ul style="list-style-type: none"> • Perform other duties and responsibilities reasonably within the capabilities of the position. • Conduct site inspections and represent Council at various forums as required. 	<ul style="list-style-type: none"> • Demonstrated willingness to assist other staff. • Undertake site inspections, height pole meetings and other on site meetings.
<p>Risk Management and Workplace Health and Safety</p> <ul style="list-style-type: none"> • Observe safe work processes in accordance with training and instruction given and report any hazards to your immediate supervisor. • Participate in the consultative processes provided by the organisation. • Consider risks when undertaking any activity carried out as part of this position or on behalf of council. • Risks arising in the workplace may be financial, safety, site, task or person-specific. 	<ul style="list-style-type: none"> • Risk, hazards and incidents are reported in a timely manner using the correct channels of communication. • Ensure that work practices are conducted in line with Council's WHS and Risk management policies, practices and relevant legislation. • Apply a Duty of Care when undertaking any activity carried out as part of this position or on behalf of Council.
<p>Record Keeping</p> <ul style="list-style-type: none"> • Understanding records management obligations and responsibilities. • Making and keeping accurate and complete records of business activities and decision making. • Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters. 	<ul style="list-style-type: none"> • Ensuring the quality and accuracy of the data used or entered on Council databases and systems.

Accountability & Extent of Authority

- Accountable for administration of the requirements of the Planning and Environment Act and Surf Coast Planning Scheme within designated timelines.
- Accountable for making decisions with the limits of authority delegated from time to time by the Council.
- Accountable for the confidentiality of all documents within the control of the position.
- Accountable for providing specialist planning advice and accurate information to customers, senior management and other staff, under regular supervision.
- Represent the Statutory Planning Unit at meetings and statutory hearings.

Judgement & Decision Making

- The nature of the work is specialised with methods, procedures and processes guided by a combination of legislative rules, precedents and established practices and guidelines. The incumbent is also encouraged to assist to develop and improve new methods and techniques.
- The position involves making decisions based on the results of research into individual planning proposals, consideration of the Planning and Environment Act, planning scheme and other relevant policies.

- To make decisions with the limits of delegated authority from the Surf Coast Shire.
- As a member of a professional specialist team, the incumbent uses discretion in the provision of information to applicants, authorities and members of the public, which may have legal ramifications and the potential to impact on the wider community.
- Assistance and guidance are usually available.
- The position requires problem solving skills and analysis of data for issues related to land use planning.

Specialist Skills and Knowledge

- Appreciation and knowledge of the Planning and Environment Act, Subdivision Act, planning schemes, and associated statutory processes and procedures.
- Ability to interpret and use relevant statutory provisions and policies to achieve innovative and equitable outcomes.
- Good analytical, investigative and problem solving skills, and a demonstrated ability to produce well-researched reports.
- Good writing skills with a demonstrated ability to write concise reports in plain English.
- Good communication skills, including a pro-active approach toward problem solving.
- Adequate computer skills and a familiarity with word processing and spreadsheet packages.
- A sound knowledge of local government policies and practices and an awareness of current trends and issues.
- Good understanding of the principles underpinning the Victorian Planning Provisions and other planning initiatives of the State Government and land use planning in regional areas.
- Application of theoretical and scientific approaches in the search for solutions to new problems and opportunities.
- Understanding of Rural, Coastal, Urban, Conservation, Landscape Analysis, Tourism and Economic Development related issues.

Management Skills

- Ability to work under pressure and meet strict deadlines.
- Ability to adapt to changing priorities.
- An ability to make sound judgements and assist in prioritising tasks.
- Established organisation skills and a thorough and systematic approach to keeping records.
- Determine priorities for the day to day function of the position and adapt to changing priorities.

Interpersonal Skills

- A demonstrated commitment to customer service, with the aim to provide a positive customer experience for all stakeholders within the statutory planning process.
- Ability to take a solution-based approach to issues and facilitate resolution between parties.
- Ability to liaise with counterparts within the organisation to resolve intra organisational problems.
- Ability to work as part of a team environment, and to support and assist other team members.
- A demonstrated ability to communicate information in a friendly and articulate way to members of the public who may at times display challenging or aggressive behaviour.
- An attitude of corporate commitment and good appreciation of the importance of optimising customer service.
- Demonstrated listening and communication skills, including an ability to speak in a clear and articulate way in communicating with people and making verbal presentations.

Equal Opportunity Statement

Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

Child Safe Standards

Surf Coast Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Surf Coast Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

All positions within Council are required to have a current Working with Children Check (WWCC) as stated in Council policy. All prospective employees cannot commence work with Council until they have a valid WWCC.

All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

White Ribbon Workplace

Council is internationally recognised as being a White Ribbon Workplace that after undertaking an extensive accreditation process is taking active steps to stop violence against women occurring within our communities.

All employees will play an active leadership role in promoting the prevention of violence against women both within our workplace and within the communities we interact with.

Mandatory Qualifications & Experience - Key Selection Criteria

- Tertiary qualification in Town Planning or equivalent experience.
- Experience in Town Planning.
- A good understanding of town planning, environmental issues and associated statutes.
- Well-developed communication skills.
- A customer focussed approach.
- A current drivers licence.
- A current WWCC.
- Police Check results that are suitable for this position (will be arranged by Surf Coast Shire Council). A complete international criminal history check is required if the person has worked or lived overseas for any period of time OR a complete national criminal history check is required if the person has only ever worked in Australia.

Desirable Qualifications & Experience

- Town planning experience in a Local Government environment.
- Experience in an urban growth area.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.



Surf Coast Shire Organisation Chart

