

## SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

### Position Details

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Title:	Statutory Planner
Classification:	Band 5
Business Unit:	Shire Strategy and Regulations
Reports to:	Planning Coordinator

### Key Responsibilities

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- Assist in assessing and make recommendation on minor planning applications/ permit amendments and other relevant matters to ensure compliance with relevant legislation and Southern Grampians Planning Scheme and obtain sound based planning outcomes.
- Assess and make recommendations on applications for Vic Smart applications.
- Process applications for subdivision and certification under the *Subdivision Act 1988* and monitor subdivision applications in Spear.
- Prepare concise and accurate reports under delegation and to Planning Committee or Council as required.
- Maintain subdivision status register in accordance with legislative requirements.
- Perform all acts and duties relating to the assessment of applications as directed, ensuring compliance with relevant legislation.
- Undertake pre-application meetings and mediation between various parties.
- Assist in implementing all statutory requirements and responsibilities of Council, including approvals and enforcement, under the Southern Grampians Planning Scheme, Planning and Environment Act 1987, Subdivision Act 1988 and other planning legislation and guidelines.
- Develop and maintain effective relationships with the general public, the development industry and relevant agencies.
- Attend to counter inquiries and provide written and verbal information to the public, development community and other agencies in the areas of zoning, procedures for applications and the provisions of the Southern Grampians Planning Scheme.
- Provide quality customer service, with timely advice, clear direction, active listening and problem solving approach.

### **Extent of Authority**

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- Commit to and adhere with Councils Child Safe Requirements.
- Accountable for the conveying of accurate information with respect to subdivision and planning permit applications.
- Operates according to Council policies, procedures and specific guidelines, and relevant legislation.

### **Judgement and Decision Making**

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- Required to provide information to other staff members and the public in relation to planning matters.
- Operates under the guidance of the Planning Coordinator, and in accordance with Council policies.
- Guidance and advice is usually available within the necessary timeframe to make a decision.
- As a member of a small, professional team, the judgements and decisions made have potential to influence performance of the Unit, and to impact on the broader community and have legal ramifications.

### **Specialist Skills and Knowledge**

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- An Ability to interpret Planning legislation / regulations, precedents and practices and implement appropriately to make decisions.
- An understanding of the operation of the Local Government and legal process within Victoria.
- Knowledge of Government policies and practices and an awareness of current trends;
- Understanding of the workings of the Unit and an appreciation of the role that the Unit plays in the broader Organizational and political context of the Council in order to be able to respond to customer enquiries regarding Council policies, procedures and programs relating to the Unit and the position.
- Understanding of, and ability to comply with Council's Human Resource policies, including Equal Opportunity and Occupational Health and Safety.
- Excellent attention to detail in the preparation of documents and delivery of processes.

### **Management Skills**

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Will comply with systems and policies to ensure a safe work environment by:

- Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Contribute to OHS consultation processes.

- Prompt reporting of hazards and incidents.
- Ability to effectively plan, organize and manage own time, to achieve targets within available resources and a set timetable.
- Ability to adapt positively to change, and demonstrate innovation.
- Understanding of, and compliance with Council's Human Resource Policies, Council Policies and relevant legislation including Occupational Health and Safety and Equal Opportunity.

### Inter-personal skills

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- Excellent public relations skills, including the ability to establish a positive rapport with both public and staff in difficult situations and on complex/sensitive issues.
- Preparedness to seek assistance and advice when uncertain of the correct solution to an issue.
- Ability to work proactively and harmoniously in a team environment;
- Courteous at all times, and where appropriate and required, be assertive.
- Enthusiasm and willingness to learn.
- Ability to show initiative and innovation in approach to all aspects of the position

### Compliance with Legislation and Policies

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- Adhere to all current relevant codes of conduct and legislative requirements including:
  - Southern Grampians Shire Council Policies and Procedures;
  - Southern Grampians Shire Council Staff Code of Conduct;
  - *Privacy and Data Protection Act 2014 (Vic)*;
  - *Equal Opportunity Act 2010 (Vic)*;
  - *Occupational Health and Safety Act 2004 (Vic)*;
  - Government/Industry Codes of Conduct;
  - The Southern Grampians Shire Council Enterprise Agreement; and
  - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community.
- Responsible for ensuring the security of Council's assets under the Officer's control.
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

### Key Selection Criteria

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The employee will demonstrate the following:

- ✓ Relevant tertiary qualifications (or at least studying toward a Diploma/degree in Town and Regional Planning or equivalent recognised qualification.
- ✓ Experience and/or understanding of the role and responsibilities of Local Government and its statutory functions.
- ✓ Skills in computer operations utilising Microsoft Office and a range of specialist software including GIS mapping.
- ✓ Ability to demonstrate exceptional customer service skills and the ability to build positive relationships.
- ✓ Ability to gain cooperation and assistance from other employees and external stakeholders.
- ✓ Ability to remain pleasant and courteous at all times even when dealing with difficult people.
- ✓ Ability to deal discreetly and tactfully with confidential and sensitive matters.

### Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee Name : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_