



POSITION DESCRIPTION

PLANNING OFFICER

Part-time (0.8 FTE)



Planning Officer

Department	Planning Services
Reports to	Executive Manager, Community, Development and Regulation
Direct Reports	Nil
Industrial Instrument	Local Government Officers Award – Level/rate of pay to be negotiated
Classification	Dependent on skills and experience
Primary Location	Northampton Administration Office

Position Benefits

Vehicle	No	Mobile	No
Laptop	No	Relocation expenses	No

Position Objectives

This position is responsible for providing a complete and quality planning service including:

- Provide assistance to the Executive Manager Community, Development and Regulation in the facilitation and promotion of development in the Shire;
- Assist in the efficient and effective implementation and administration of Council's statutory and strategic planning services; and
- Assist in the delivery of a range of customer focussed services in the Planning Services department.

Key Duties and Responsibilities

Operations

- Process statutory planning applications within the Shire in accordance with the provisions of the Local Planning Schemes and Planning Policies.
- Liaise with the Shire's Environmental Health, Building and Technical services staff and external agencies as necessary for development applications.
- Be a key team member and an effective mentor for other team members.
- Ensure that the Local Planning Scheme/s facilitate appropriate development and ensure compliance with Scheme provisions.
- Ensure that Local Planning Scheme Amendments and Structure Plans are processed in an expert and timely manner.
- Prepare responses to appeals, initiate enforcement procedures as required and liaise with and provide direction to the Shire's Solicitors concerning legal matters relating to development and the preparation of legal documentation as directed by the Executive Manager Community, Development and Regulation.
- Produce responses to the Western Australian Planning Commission.

- Represent and promote the Shire when necessary, including deputising for the Executive Manager Community, Development and Regulation.
- Facilitate and contribute towards the identification, development, preparation, implementation, review and update of: policies; guidelines; local laws; information sheets; procedure manuals and documentation related to Planning.
- Undertake strategic functions and projects including policy development and scheme amendments, as directed by the Executive Manager Community, Development and Regulation.
- Attend Council and / or Committee meetings as required by the Executive Manager Community, Development and Regulation.
- Undertake any other duties as required and as generally consistent with this position.

Reporting

- Prepare reports to Council meetings for consideration by Executive Manager Community, Development and Regulation and Senior Management Team.
- Prepare delegated authority reports on development and subdivision applications for approval by Executive Manager Community, Development and Regulation.

Financial Management

Nil

Human Resources

Nil

Responsibilities Common to All Employees

Commitment to service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others – their skills and knowledge, their attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

Achieve results

- Does what is required from the role, including;
 - Meeting targets
 - Following procedures
 - Working with standards
 - Providing required level and quality of service
 - Maintaining records
 - Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

Work Health and Safety

- Fulfil requirements of Council's Work Health and Safety policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and following them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.

Physical and Environmental Demands

- Office based; sitting, walking and bending.
- Driving is an essential requirement.
- Use of computers is essential.
- Deals with highly sensitive/conflict situations.

Extent of Authority

- Operates under the direction and delegation of the Executive Manager Community, Development and Regulation within established guidelines and policies of the Council. The extent of the delegation will be reviewed as required and dependent on experience, knowledge and accuracy.
- Provides recommendations to Council on planning and related matters (following consideration by the Executive Manager Community, Development and Regulation and the Executive Management Team).
- Represents the Shire on committees, forums and project management teams as required.

Skills, Knowledge, Experience and Qualifications (Selection Criteria)

Skills

- Well developed written, verbal, interpersonal and teamwork skills.
- Well developed problem solving, conflict resolution, negotiation and organisational skills.
- Ability to read and interpret legislation, regulations, local laws and policies.
- Excellent time management skills.
- Computer literacy skills.

Knowledge

- An awareness and interest in town planning, environment, local government, heritage and other relevant state government legislation.
- An understanding of development related building, environmental health and engineering issues.
- An understanding of the Residential Design Codes of WA, subdivision and development approval process and planning appeal process.
- An awareness of rural planning and environmental principles.
- An understanding of Municipal Heritage Inventories and the WA Heritage framework.
- An understanding of geographical information systems.

Experience

- Minimum 2 years experience in town planning or related areas, especially in local government will be highly regarded, although graduates or persons undertaking studies towards a planning qualification are also strongly encouraged to apply.

Qualifications

- A recognised tertiary qualification in Planning, Geography or equivalent are desirable.
- Current "C" Class Drivers License.

Signatures

Planning Officer

Date

Executive Manager
Community, Development and Regulation

Date