

PARA-PLANNING OFFICER POSITION DESCRIPTION



Position Summary

Under the direction of the Manager, the Para-Planning Officer will be responsible for the application of the Gannawarra Planning Scheme and related legislation including the processing of planning applications, processing of subdivision applications and planning enforcement.

Position Details

Title:	Para-Planning Officer		
Classification:	Band 5	Position Number:	
Category and status:	Temporary full time/part time		
Reports to:	Manager Planning and Regulatory Services		
Supervises:	Nil		
External relationships:	Residents, visitors, developers, external government departments and authorities		
Date PD approved:	June 2024		

Position Key Responsibilities

Statutory Planning functions	• Undertake the assessment of planning applications in accordance with the Gannawarra Planning Scheme. • Make recommendations on planning applications to Manager Planning and Regulatory Services and Council on a range of applications for use, development and subdivision of land. • Make necessary referrals to, and undertake consultation with, various government agencies, public authorities and utility services providers. • Give public notice of planning applications. • Undertake consultation between parties as a means of resolving planning disputes as appropriate.
Customer Service	• Provide professional and courteous phone and counter advice on land use and development matters to the general public, government authorities, the business sector and community groups. • Provide written and verbal advice to customers on the interpretation of planning scheme provisions, and other related legislation and policies.
Strategic Planning	• Have an understanding of the processes and documentation associated with the preparation of amendments to the planning scheme and be able to assist in the assessment and reporting of requests for those amendments as required. • Assist in strategic planning matters or amendment processes and administration as required.

Position Organisational Responsibilities

Leadership	Position will be a role model to staff, actively influencing and demonstrating our values of collaboration, resourcefulness, innovation and flexibility and integrity.
Strategy and policy	Position may provide input to policies, write Council reports, participate in Council reporting requirements including Council plan, annual report and regulatory/statutory requirements.

Budget	Position may assist with the administration of the annual budget.
Internal meetings	Position will be required to participate in regular team meetings.
External collaboration	Position may be required to represent Council in a range of forums including industry networks, government/agency workshops, VCAT etc.
Risk management	Position is responsible for identifying and minimising risk to Council and for ensuring that all OH&S obligations are met.
Corporate records	Position is responsible for the accurate and timely storage of all Council records in Council's record management system.
Legislative framework	Position is accountable for Council's obligations under the following legislation: NIL
Customer Service	Position is accountable for the team's adherence to the Customer Service Charter.
Council values	Position will demonstrate and encourage behaviour in line with Council's values.
Behaviour	Will demonstrate behaviour of the highest of integrity, behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.
Emergency management	Position may be required to take a role in municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

Position accountability, judgement, skills and qualifications

Accountability and extent of authority	The position is accountable for achieving statutory deadlines in regards to planning matters; for the correct interpretation of relevant legislation and regulations and for the accuracy of advice given. The position has authority to provide advice on planning schemes and Acts and for making recommendation on planning matters for the decision of the Manager and/or Council. Freedom to act is subject to regulations and policies and regular supervision.
Judgment and decision making	The position must demonstrate sound judgment in the interpretation of Planning Schemes and Acts, with due consideration being demonstrated to their true intent. Position may give impartial advice to applicants, ensuring their full understanding of all planning requirements. Position may make decisions on the day to day management of their work however all decisions must be approved by the Manager. All actions and decisions are in accordance with the Council's Instrument of Delegation.
Specialist skills/knowledge	Knowledge of relevant legislation including: • Planning and Environment Act and Regulations; • Victorian Civil and Administrative Tribunal Act 1998; • Subdivision Act; • The Gannawarra Planning Scheme; and • Other acts or statutory as pertinent to statutory planning. In addition, knowledge of town planning methods, techniques and principles. Ability to use Council's computer software including Microsoft packages and Geographic Information Systems (GIS). Position requires an understanding of the long term objectives of the organisation as detailed within the adopted Council Plan.
Management skills	Position must be able to manage time, prioritise, organise and plan own work and have the ability to manage a diverse caseload and other tasks in a timely and effective manner.
Interpersonal skills	Position must be able to communicate effectively at all levels within the organisation. Position will be required to effectively present both written and verbal information to team, other staff members, the executive team and community members. Position will be required to represent Council to a range of external stakeholders, including consultants and statutory and government departments. Position requires good negotiation skills to enable the resolution of planning issues.

Qualifications/experience	A tertiary qualification in town planning or equivalent related discipline or lesser qualifications with relevant experience in local government planning.
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Selection Criteria

Qualifications	Relevant qualifications and/or relevant experience in local government planning.
Knowledge	Good knowledge of and the ability to interpret the various applicable Acts and Regulations relating to planning matters.
Report writing	Ability to investigate, prepare and complete reports on planning issues and make recommendations to management and Council.
Communication	Good interpersonal skills that allows effective communication with other staff, public, consultants and statutory authorities.
Negotiation skills	Ability to liaise and negotiate with management and customers and to act as advocate on behalf of Council.
Work quality	Ability to produce work which is timely, accurate and to a high professional standard.

Acceptance of Position Description		
Approved: Chief Executive Officer	Signature: 	Date: 21 June 2024
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
Approved:	Signature:	Date:

Position Description: Para-Planning Officer
Altus ECM reference: Folder # 3.000344 - ECM Record # INT24/130C835E
Position Description developed: June 2024
Position Description reviewed: June 2024