

PLANNING OFFICER POSITION DESCRIPTION



Position Summary

The Planning Officer will provide specialist advice and support to a range of projects associated with the built and natural environments of the municipality. The role will collaborate with various stakeholders to develop and implement key infrastructure, environmental and heritage planning advice.

Position Details

Title:	Planning Officer		
Classification:	Band 6	Position Number:	
Category and status:	Temporary full time/part time		
Reports to:	Manager Planning and Regulatory Services		
Supervises:	NIL		
External relationships:	Community members, Councillors, referral authorities, statutory authorities, government departments, consultants and applicants.		
Date PD approved:	June 2024		

Position Key Responsibilities

Statutory Planning	• Ensure all planning applications are dealt with and processed according to the requirements of the Planning and Environment Act, Subdivision Act, Regulations and the Gannawarra Planning Scheme • Provide advice to the public, developers and clients in relation to the provisions of the Gannawarra Planning Scheme, Council planning policies, strategies and planning procedures • Represent Council in public forums, planning consultation meetings, mediation sessions, legal proceedings and appeal hearings • Carry out site inspections and process planning applications in accordance with the Planning Scheme and related legislation • Undertake planning enforcement/compliance activities as necessary under the guidance and direction of management • Write well written and understandable Council reports including recommendations on permit conditions, agreements and refusal grounds • Under the guidance of the Manager, prepare and present submissions on behalf of Council at appeals before the Victorian Civil and Administrative Tribunal (VCAT) • Mentoring of junior staff as required
Strategy Planning	• Assist in the timely preparation, processing, assessment of requests and administration of amendments to the Gannawarra Planning Scheme • Assist in the preparation of any strategic planning projects undertaken by Council • Represent Council in public forums and panel hearings
Customer Service	• Establish positive communications with clients and the general public and educate and promote the need for adherence to the various statutes, legislation, local laws and policies • 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.

Position Organisational Responsibilities

Leadership	Not applicable
Strategy and policy	Not applicable
Budget	Position may assist with the administration of the annual budget.
Internal meetings	Position will be required to participate in all team meetings.
External collaboration	Not applicable
Risk management	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	Not applicable
Customer Service	Position is accountable for own adherence to the Customer Service Charter.
Council values	Position will demonstrate and encourage behaviour in line with Council 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 Planning Officer will be responsible for the quality and timeliness of own work and for presenting a professional image of Council at all times especially when dealing with external stakeholders. Position has authority to discuss projects with internal and external stakeholders as approved by the Manager. Position can make recommendation on new initiatives.
Judgement and decision making	Sound judgment will be required to determine relevant resolution of problems and in the dissemination of information, especially in relation to business or politically sensitive matters. Guidance and advice will always be available from the Manager.
Specialist skills/knowledge	Sound knowledge of strategic and statutory functions of Council essential. Basic project management and/or event management skills. Knowledge of Council's objectives and the longer term strategic directions is required. Good computer skills essential.
Management skills	Ability to manage time and organise own work to ensure the achievement of annual objectives, project plans and budget.
Interpersonal skills	Position requires good communication skills with the ability to deal courteously and diplomatically with government departments, community groups and key stakeholders. Must be able to present information in a clear and concise manner both verbally and written.
Qualifications/experience	Relevant experience in statutory or strategic planning functions or similar is required. Formal qualifications an advantage but not essential.

Selection Criteria

Experience	Prior experience working in a strategic, statutory or environmental planning position is required. Project management experience would be an advantage.
Knowledge	Knowledge of the planning and project development functions of Council is required.
Communication skills	Well developed communication skills with the ability to effectively form strong relationships with government departments, authorities and community groups is essential.

Administration skills	High level administration skills along with a thorough understanding of the Microsoft Office packages and ability to maintain websites is required.
Organisation skills	Strong organisation skills with the ability to juggle multiple tasks and projects.
Writing skills	Well developed writing skills with an ability to write promotional material and reports.
Qualifications	Qualifications in planning, environment or project management would be an advantage but not essential.

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: Planning Officer
Altus ECM reference: Folder # 3.000344 - ECM Record # INT24/133F4E68
Position Description developed: June 2024
Position Description reviewed: June 2024