

Position Description

Senior Town Planner



Current Incumbent:	
Position number:	155-2
Department:	Planning
Directorate:	Sustainable Development
Classification:	Permanent Fulltime
Salary range:	Band 7
Award:	Moira Shire Enterprise Agreement/ Victorian Local Authorities Award 2001

About working with Moira Shire Council

Moira Shire Council is an innovative and progressive local government organisation committed to serving the needs of communities across a large regional shire. We are an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.

Role Purpose and Objectives

This position contributes to establishing and implementing the strategic visions and plans for land use and development within the Moira Shire and facilitating appropriate and sustainable development by:

- Managing, preparing and processing planning applications and scheme amendments and ensuring that all functions and procedures are properly performed and executed.
- Providing planning advice based on research, investigation and an understanding of current trends, policies, planning controls and relevant procedures and legislation.

Organisational Relationships

Reports to:	Planning Coordinator
Supervises / Manages:	Town Planner and Land Use Planner Technical Support Officer Consultants for Statutory and Strategic planning projects
Internal Liaisons:	Chief Executive Officer General Managers, Managers, Team Leaders and Coordinators Other staff that service the Planning Team
External Liaisons:	State and Federal Government Departments/Agencies including VCAT Peak Industry Bodies Professional Consultants and their organisations Developers, Investors General Public Media Representatives Community Groups and Organisations

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Key Responsibilities and Functions

Statutory Planning

- Work both independently and as part of a team to achieve timely and appropriate outcomes on highly complex planning projects, policy and strategy development.
- Exercise professional judgement within agreed standards and actively contribute to the pursuit of effective and timely service delivery.
- Manage projects to deliver highly complex, multi-disciplinary outcomes within agreed parameters relating to scope, output, timeline and budget.
- Prepare and deliver public consultation programs in respect to planning matters.
- Represent Council at VCAT and relevant Courts and jurisdictions in relation to planning matters.
- Provision of high quality, timely and accurate planning advice to the community, stakeholders, staff and Council.
- Responsible for the initiation and processing of applications for permits including preparation of assessment reports, correspondence, referrals, to initiate and prepare permits and notices in accordance with regulations.
- Consideration and preparation of permits and refusals under delegation in accordance with Council policy.
- Evaluate and prepare reports on planning applications and planning appeals involving and/or impacting upon the aspects of land use and development of the municipality.
- Liaise across various disciplines within the Council.
- Responsible to ensure that development applications are assessed in accordance with Council policies and in an efficient, effective and timely manner.
- Assist with the implementation and continuing effectiveness of the Council's Planning Scheme to achieve efficient and sustainable development for the municipality.
- Ability to make recommendations on matters of a land use nature, including the development of new methods and techniques as appropriate.
- Provide accurate and timely advice to the applicants, public, developers and other organisations on matters of a land use and development nature at the counter, by telephone and in writing.
- Carry out site inspections, collect evidence and enforce planning permit conditions and provisions of the Planning Scheme.
- Coordinate, prepare and review subdivision plans for Council approval.
- Research and prepare; written reports, presentations and verbal advice which advise the Council of the appropriate strategy and/or policy on the management of land use and development.
- Attend Council meetings as directed by the Manager or Coordinator Planning.

Strategic Planning

- Process complex planning scheme amendments including those that contribute to the growth of Moira and implement adopted growth plans.
- Represent Council at Planning Panels and relevant forums in relation to Planning Scheme Amendments.
- Provide a high level of professional planning expertise to senior management, internal departments, Council and the community.
- Deliver cross-organisational planning solutions to ensure strategic and integrated outcomes for the shire.
- Liaise with government agencies and other stakeholders with respect to land use planning and development issues.

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- Establish and maintain good working networks with other persons, organisations, community groups, service authorities/providers and government agencies and departments who have an involvement or interest generally in strategic planning issues affecting Moira Shire.
- Establish, facilitate and co-ordinate steering committees and liaise with external consultants in respect to strategic planning projects and programs.

Staff Management

- Assist in the coordination of the day to day running of the statutory and strategic planning functions of Council.
- Oversight of the management of contractors required to undertake the statutory and strategic planning function, including any contractor required to give heritage advice on planning applications.
- Deliver high quality reports for decision making.
- Demonstrated ability to manage time, set priorities, achieve objectives and meet deadlines in a complex environment.
- Plan and manage own work and maintain systems to track and follow through enquiries in a complex, changing environment in order to meet set objectives and deadlines
- Ability to influence, delegate and to achieve results through others.
- Assist in the formal assessments of staff in the department are conducted as required
- Provide and assist in the guidance and direction to staff through the establishment of team and individual performance indicators and timely performance review.
- Communication to ensure that required information reaches employees in a timely manner.

Business Performance

- Develop and manage an annual department budget, working to the agreed budget including targets set by the Management Team.
- Contribute to all corporate planning and reporting requirements.
- Ensure effective departmental use of corporate systems.
- Provide business intelligence to inform decision making at various levels.

Service Management

- Monitor all planning processes to ensure optimum delivery of services, consistent with adopted policies and strategies and within regulatory frameworks.
- Develop and maintain a framework for dealing expeditiously with planning applications/development that would have a positive impact on the economic development in the Shire.
- Comply with legislation, regulation and any other externally imposed service standard.
- Seek to provide the best value-for-money outcomes for the community that resources allow.

Corporate Planning

- Participate in the development, implementing and monitoring of plans and strategies.
- Identify medium to long-term opportunities and challenges and planning for them.
- Participate in the planning of projects in accordance with Council's project management framework.
- Deal with sensitive and complex matters that may not always have established guidelines and procedures.
- Work effectively in an evolving landscape, exercising professional judgement within a political

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environment.

Senior Leader

- Actively contribute to the Leadership Team
- Drive cultural improvements
- Consistently role model organisational values and expected behaviours
- Operate with a “whole of Council” approach
- Consistently display behaviours that show integrity in decision making to support public confidence
- Consistently manage and maintain stakeholder relationships for the benefit of Council and the community of the Shire

Stakeholder Management

- Work with all Directorates, Managers, Councillors and community to achieve outcomes.
- Develop and maintain effective working relationships with other levels of government and funding bodies to achieve outcomes for Moira Shire.
- Manage relationships within the requirements of the Staff Code of Conduct.

Occupational Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations, Policy and Procedures at all times.

Record Keeping

- This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.

Moirā Shire Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act 2013 and it is a core function of Council business.

At times the incumbent may be asked to assist in Council’s emergency management operations, within reason.

Position Descriptors

Accountability and Extent of Authority

- Directly accountable for clearly quantifiable outcomes and outputs that are the direct responsibility of the position.
- Efficient and effective management of departmental resources.
- Achievement of departmental goals within agreed budgetary, quality and time constraints.

Judgement and Decision Making

- Ability to deal with sensitive and complex matters that may not always have established guidelines and procedures.
- Ability to strategically assess a wide range of topics while recognising the

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	operational implications of strategic decisions.
Specialist Skills and Knowledge	<ul style="list-style-type: none">• A thorough understanding of the underlying principles of planning, the Victorian planning system and other related legislation and its application at the local government level.• Expert skills and significant experience in statutory and/or strategic planning.• Ability to think conceptually, creatively and strategically to plan for quality, integrated land use, development and design outcomes.• Demonstrated skills and political acumen in dealing with Councillors and delivering advice in public forums.• Ability to formulate and write complex planning strategies and policy in a strategic manner using analytical, research and investigative skills.• Knowledge and understanding of the planning scheme amendment process.• Extensive project management skills to ensure that projects are delivered within scope, on schedule and on budget.• Highly effective report writing and presentation skills.
Management Skills	<ul style="list-style-type: none">• Strongly developed leadership and people management skills and the ability to motivate and develop staff.• Proven ability to consult with and influence a range of stakeholders in the community, government and corporate sectors.• Demonstrated ability to develop options and resolutions to problems within short timeframes and available resources.• Ability to implement change.• Skills in managing time, setting priorities, planning and organising one's own work with minimum supervision.• Knowledge of commercial business management skills.• Gaining co-operation from staff and positively promote change and improvement to Team's functions.
Interpersonal Skills	<ul style="list-style-type: none">• Outstanding ability to work and communicate with a wide variety of people and audiences including exceptional written and verbal communication skills.• Exceptional ability to build and maintain effective relationships.• Strong ability to anticipate and respond to change and to lead others in change processes.• Ability to have direct, constructive and honest conversations to drive improvements in performance, culture and customer service.

Key Selection Criteria

Essential qualifications and experience

- Degree in planning or a related field, with three - five years of relevant experience.
 - Time management skills and ability to prioritise and meet deadlines.
 - A thorough understanding of the Victorian planning system with a proven ability to develop and implement planning policy / strategy through statutory mechanisms.
 - Proven ability to think strategically, analyse complex situations, develop creative solutions and achieve outcomes that advance Council outcomes.
 - Proven ability to work on business improvement activities to deliver strategic benefits through review of processes, systems, and operating procedures.
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Desirable qualifications and experience

- Experience in Local Government in a senior role







Licenses and mandatory requirements

- Current Driver's Licence.

Inherent physical requirements

- High
 - Attendance on-site and building/construction sites
- Medium
 - Extended periods of sitting/computer work
- Low
 - Working under pressure (e.g. constantly working to deadlines/conflict resolution)

Core Competencies (As defined in the Moira Core Competency Framework)

Moira Value	Competency	Role requirement
 Respect	• Community and customer focus	Tier 1
	• Plan and prioritise	Tier 1
 Honesty	• Communicate and engage	Tier 2
	• Display resilience and adaptability	Tier 1
 Accountability	• Demonstrate accountability	Tier 1
	• Deliver results	Tier 2
 Teamwork	• Create, innovate and solve problems	Tier 1
	• Work together	Tier 1
 Integrity	• Manage self	Tier 1
	• Act with integrity	Tier 2
 People Leadership	• Manage and develop people	Tier E
	• Lead and manage change	Tier E
	• Think and act strategically	Tier E
	• Inspire direction and purpose	Tier E

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Shared Organisational Responsibilities

Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.

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Agreement

I hereby agree to the terms and conditions of this Position Description.

Incumbent's name: _____
(Print)

Signature: _____ Date: _____

Managers name: _____
(Print)

Signature: _____ Date: _____

Review of this Position Description

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

