

## PART 1 – POSITION DETAILS

<b>Position Title</b>	Student Planner
<b>Position Number</b>	Various
<b>Division</b>	Planning & Place
<b>Business Unit</b>	Development Assessment
<b>Pay Rate</b>	Northern Beaches Grade E
<b>Reports to</b>	Manager, Development Assessment
<b>Hours</b>	70 hours per fortnight
<b>Status</b>	Temporary
<b>Date of last review and update</b>	May 2019

## NORTHERN BEACHES COUNCIL'S VISION

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

## DIVISION

### Planning & Place

The Planning & Place Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units – Development Assessment, Strategic & Place Planning, and Environmental Compliance.

## PART 2 – BUSINESS UNIT OVERVIEW

### Development Assessment Business Unit

The Development Assessment Business Unit responsibly assess development applications, provide advice on development issues and effectively communicate processes, decisions and outcomes to community stakeholders. The Business Unit acts as the consent authority for several applications and represents Council on Regional Panels and the Land and Environment Court of NSW.

The Development Assessment Business Unit is committed to providing a high-quality service to all stakeholders, including our community, the Leadership Group, other council staff and the Council. The Business Unit strives to use better practice methods and procedures whilst developing and implementing new ways to conduct day to day operational duties to improve efficiency whilst maintaining Council's core values.

## **PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES**

### **Role Purpose**

Reporting to the Manager, Development Assessment the Student Planner collects and analyses information in order to support the operations of the Planning Assessment team.

The position of Student Planner is to gain experience and assist Council officers working within a team environment. The position would contribute to integrated development assessment and reflect the intent and direction of the relevant legislation by project management of individual applications and associated issues.

- To gain relevant experience and undertake research for, and provide ongoing management and coordination of projects in the Planning and Assessment teams. Integration of strategic outcomes is a major factor in this work
- To promote a professional and positive image of Council as an organisation committed to a high standard compliance service for our community by ensuring transparency in decision making and procedure and by maintaining strong links with other best practice local government organisations.

### **Key Responsibilities**

- Independently manage and determine applications
- Appropriately refer applications to the assigned Planning Assessment Manager, Council or relevant committees for consideration;
- Assist with the management of projects to achieve the required outcomes and comply with legislation, awards and Council's policies
- Research, analyse and integrate economic, social, market, technical, legal and other data or trends to support implementation of the Council's strategies
- Advise and assist the team in achieving Council's corporate goals and Management Plan directions
- Gain an understanding of and experience in the processing of applications in a manner consistent with stated policies and procedures, legislation, regulations and standards;
- Learn the appropriate use of information systems to support performance monitoring;
- Observe on-going strategic service planning and service improvement, including review and development of review and improvement of work systems and practices to enhance customer service; and
- Gain an understanding of and experience in the development of (strategic) planning initiatives in a manner consistent with stated policies and procedures, legislation, regulations and standards.
- Acquire appropriate Customer focused service skills
- Always providing great customer service by being professional, courteous and respectful to all parties when undertaking duties
- Review and prepare reports to Council, the Group Manager and Planning Assessment Manager on Planning related matters
- Facilitate and monitor efficient achievement of the teams outcomes, ensuring services delivered
- Ensure that the Planning Assessment Manager is informed of any issues which may affect staff, the community and/ or the delivery of Planning Assessment Services
- Provide support, assistance, timely and systematic advice and reporting to the Planning Assessment Manager
- Provide and undertake various administrative duties in accordance with Council standards and business rules (format, spelling, grammar, sign-off, and timeframes, with a high level of attention to detail) such as:
  - data -entry, -processing, -reporting, -manipulating, -cleansing, -interrogation
  - maintain data bases as required, ensuring that information is interpreted accurately and stored appropriately
  - in- and external correspondence (letters, e-mails, forms, faxes, memo's, (Council) reports)
  - records management, scanning, electronic and manual filing, photocopying etc.

- enter timesheets into document management systems
  - assist with arrangement of staff rosters, meetings and training sessions as required
- Observe, gain experience and provide assistance in legal matters to senior officers whom are responsible for
  - Representing Council in the Land and Environmental Court, where applicants have appealed against Council decisions;
  - Ensuring related reports are completed in an accurate and timely manner, and
  - Issue of appropriate orders under the relevant legislation of the control of approved developments, and attendance at court as required to determine orders.
- Maintain a current working knowledge of relevant industry developments, legislation and practice
- Gain an understanding of networks and strategic links with groups relevant to work teams programs
- Represent Council at seminars and official occasions and liaise with other private and public agencies to obtain and disseminate information as required
- Participate in training and other professional development
- Contribute proactively and usefully in team meetings
- Develop and maintain co-operative, appropriate and effective working relationships with internal and external stakeholders, with a demonstrated commitment to excellence in customer service
- Maintain effective probity and anti-corruption measures in dealing with contacts

### People Leadership

- Role model the Northern Beaches Councils values and behaviours.

### Operational

- Ensure compliance with Council processes and procedures
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC
- Learn, promote and ensure compliance with Work Health and Safety policies and procedures
- Document and communicate WHS issues to the Manager.

*\*\*\*Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).*

## PART 4 – ESSENTIAL CRITERIA

### Educational & Experience Requirements

- The commencement of tertiary study in an appropriate and approved course in Town Planning, Urban Design, Environmental disciplines or equivalent relevant fields

### Capabilities & Knowledge

- Demonstrated computing skills within Microsoft Office environment.
- Strong customer service skills
- Strong interpersonal skills and organisational skills
- Well-developed written and verbal communication skills
- Demonstrated application of analytical, creative thinking and problem solving skills in a team environment
- Demonstrated ability to meet deadlines
- Current Class C Driver's Licence or equivalent

- Demonstrated commitment to EEO, WHS and ethical practice principles.

## **PART 5 – DESIRABLE CRITERIA**

- Knowledge and understanding of local government
- Knowledge of relevant legislation in the New South Wales Planning system.
- Previous work experience in a related field.