Position Description

Planning Officer

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| **Award:** | West Wimmera Shire Council Enterprise Agreement 2021 |
| **Classification:** | Band 5 or 6 depending on experience. |
| **Name of Occupant:** | Planning Officer |
| **Employment Status:** | Full-Time |
| **Location:** | Edenhope /Kaniva/Remote |
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|  |  |
| **Records Only:** | Document ID Number: |
|  | File Number: |

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## Accountability Statement

This position is required to work within a team environment to ensure the orderly and proper planning of the Shire in accordance with the relevant legislation and Council strategy.

## Position Objective

The focus of this position is to deliver high quality development approvals in accordance with the Planning and Environment Act (1987) and the West Wimmera Planning Scheme. This position will work in all areas of statutory planning including assessing a range of applications for the use and development of land including subdivisions. The position will also contribute to the achievement of Council’s strategic objectives, including contributing to the upcoming planning scheme review and associated strategic planning projects.

Key position objectives are:

* Administer the planning scheme and manage a planning approval case load;
* Administer Council systems and associated administration work;
* Provide excellence in customer service to both internal and external customers;
* Provide information to and communicate with authorities, customers and the community;
* Engender public confidence in the planning approvals process;
* Undertake planning assessments and other statutory and strategic functions in compliance with legislated processes and timeframes; and
* Contribute to strategic planning projects and progress planning scheme amendments.

## Key Responsibility Areas

## General

* Provide high quality and consistent advice (verbal and written) to customers including local residents, developers and planning consultants;
* Attend and chair consultation meetings with affected parties;
* Prepare and present reports on planning applications and other statutory and strategic planning matters to Council;
* Represent Council at the Victorian and Civil Administrative Tribunal (VCAT);
* Commit to the continuous improvement of processes and maintaining and building relationships across and outside the organisation with all stakeholders;
* Make contributions towards process improvement within the department;
* Engage proactively and positively with all stakeholders to continue and improve service delivery;
* Contribute to other Council projects and priorities according to skills and expertise.

## Statutory Planning

* Consideration and assessment of planning applications under delegation of Council;
* Subdivisions;
* Writing Council reports;
* Site meetings and inspections;
* Community consultation;
* Enforcement and investigation work;
* Representing Council at the Victorian Civil and Administrative Tribunal (VCAT).

## Strategic Planning

* Contributing to strategic work including the upcoming planning scheme review;
* Representing Council at a Planning Panel;
* Undertaking minor amendments to the West Wimmera Planning Scheme;
* Undertaking community consultation meetings;
* Research and investigation work.

## Occupational Health and Safety and Risk Management

This position has a responsibility to:

* Immediately report to their Supervisor any unsafe conditions or activities, near misses, or injuries in the work place.
* Stop work on any task which they consider to be unsafe and immediately report the situation to their supervisor.
* Assist new employees in the use of proper work procedures and practices.
* Work in a manner that will not endanger themselves or any other person.
* Use personal protective clothing or equipment as provided.
* Report any defective/damaged personal protective clothing, equipment or gear.
* Comply with instructions given by a Supervisor or OHS Coordinator pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health and Safety.
* Not to interfere with anything that has been provided in the interest of Health and Safety in the business unit.
* Not engage in any occupations that require a certificate unless the relevant certificate or permit is held and they have been approved by WWSC to carry out such work.
* Not attempt any task unless they are capable and competent to carry out the task.
* Actively participate in Council’s rehabilitation and return to work programs if you are injured.

## Child Safe Standards

West Wimmera Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

All staff must adhere to Council’s Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

## Accountability and Extent of Authority

This position is authorised to:

* Write reports and make recommendations to management and Council in all town planning matters referred or delegated by the Manager Planning and Environment, including power to prepare and represent Council at VCAT, Panel and Liquor Licensing hearings;
* Negotiate with developers prior to reporting matters to Council;
* Consider and form appropriate conditions relating to planning application proposals;
* Advertising of planning applications;
* Participate in planning policy formulation and other strategic work;

## Judgment and Decision Making

Under general supervision and guidance by the Manager Planning and Environment, this position can:

* Make recommendations on planning applications for the use and development of land under delegation of Council;
* Identification of matters of high importance and prioritise work flows accordingly;
* Operate within powers of delegation.

## Specialist Skills and Knowledge

The preferred incumbent should have:

* An excellent knowledge of the Planning and Environment Act 1987, Subdivision Act 1988 and Victorian Planning Provisions;
* Proficiency in the application of planning as a theoretical discipline, including understanding the underlying principles as distinct from the practices in order to apply practical and flexible solutions to new problems/opportunities;
* A sound knowledge of relevant computer based applications, especially software specific to planning;
* Analytical and investigative approach to planning in policy formulation;
* Understanding of organisational values and the legal and political context.

## Management Skills

* Provide guidance and support to staff;
* Well-developed time-management skills and the ability to meet tight deadlines, prioritise workloads and to perform well under pressure;
* Ability to undertake specific projects and tasks simultaneously;
* Ability to identify projects and improvements;
* Ability to communicate within all levels of Council and work harmoniously in a team environment;
* Developed analytical and problem-solving skills;
* Excellent computer, keyboard and administrative skills; and
* Planning and organising one’s own work to achieve specific outcomes.

## Interpersonal Skills

* Ability to demonstrate, display and promote the organisation’s staff values and behaviours;
* Ability to gain co-operation and assistance from applicants, members of the public and other employees;
* Excellent verbal and written English communication skills;
* Ability to liaise, negotiate and communicate effectively with a diverse range of people, clients and organisations;
* Ability to work independently and as part of a team;
* Ability to provide excellent customer service;
* Excellent written and oral communication skills.

## Qualifications and Experience

* Degree or Diploma qualification in Planning (or a related discipline) with several years of applied experience;
* Substantial planning experience, particularly in local government. Relevant State, regional or private sector planning experience would be considered;
* Advanced computer skills, especially town planning relevant software (I.e. Greenlight);
* Experience in service and systems improvement.

## Conditions of Employment

1. This position is a full-time position with the ability to engage in flexible work arrangements.
2. The position can be located in either Kaniva or Edenhope and consideration will be given to working off-site depending on circumstances.
3. As part of West Wimmera Shire Council’s recruitment and selection process, a Pre-employment medical assessment, satisfactory Police Check and Working with Children’s Check (Vic) is required for this position.
4. Current Victorian Drivers Licence.

## Key Selection Criteria

* Substantial experience in the planning and local government field;
* Excellent knowledge of the Planning and Environment Act 1987, Subdivision Act 1988 and the Victorian Planning Provisions;
* Excellent written and oral communication skills including the ability to gain the confidence and cooperation of developers, solve problems and facilitate the approval process;
* Ability to plan, organise, set priorities and manage time for oneself and staff, so that organisational resources are optimised and objectives are achieved within a timeframe;
* Demonstrated ability to develop options and solve problems with a flexible approach to new and progressive ideas.
* Positive attitude, motivated, accountable, reliable and able to work productively with all internal and external stakeholders.

## Organisational Relationships

**Reports to: Manager Planning and Environment**

**Supervises: Nil**

**Internal Liaisons: Councillors, Directors and Managers, other internal departments in particular Economic Development, Environmental Health, Local Laws and Customer Service.**

**External Liaisons: Ratepayers and general public**

**Government bodies**

**Contractors**

**Consultants**

**All referral authorities**

## Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

## Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council’s Confidentiality policies.

Both during and after employment with Council, employees must not:

* Communicate confidential or private information to third parties.
* Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

Personal Health Information

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources. The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council’s Privacy Officer.

**Employee Approved**

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| --- | --- | --- |
| PD Review Date | Name | Signature |
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Approved By

|  |  |  |
| --- | --- | --- |
| PD Review Date | Position | Name |
| July 2021 | Director | John Hicks |
| July 2021 | Human Resource Manager | Janet Watt |

Application Guidelines

These guidelines are provided to assist you in submitting your application for the

advertised position with the West Wimmera Shire Council. Please ensure that you read the instructions carefully, prior to submitting your application.

The position description which will provide information on the advertised position. If you require any further information regarding this position, please contact Janet Watt, Human Resource Manager on 0418 858 043.

Applications must be received by 5pm, Friday 11 February 2022.

Applications will be short listed for interview based on the responses to the key selection criteria.

Applications may be submitted by:

Email: [jobs@westwimmera.vic.gov.au](mailto:jobs@westwimmera.vic.gov.au)

Post: Marked attention to Janet Watt, Human Resource Manager

West Wimmera Shire Council, PO Box 201 Edenhope VIC 3318

In person to: Kaniva Office, 25 Baker Street Kaniva 3419 or 49 Elizabeth Street Edenhope 3318.

To be considered for the position please ensure that your application includes:

1. A copy of your current resume, including contact details for two (2) work related referees (referees will only be contacted after a personal interview has been conducted).
2. Covering letter.
3. Statement addressing each key selection criteria.

Please note if your application is successful we will require the following documents prior to commencement:

* 1. Birth Certificate or Extract and any formal registration of name changes such as a Marriage Certificate, or deed poll documentation (if name is different on Birth Certificate/Extract)

1. Photo Identification, i.e. Current Driver’s Licence, Passport
2. A certified copy of all licences and qualifications.

All applications are dealt with in the strictest confidence.

For further information on the West Wimmera Shire Council visit <http://www.westwimmera.vic.gov.au/Home>

Thank you for your interest in this position; we look forward to receiving your application.