

# Position Description

<b>Position Title</b>	Statutory Planning Officer		
<b>Level</b>	7	<b>Position Number</b>	5168
<b>Department Service Area</b>	Statutory Planning and Compliance		
<b>Directorate</b>	Development Services		
<b>Position Accountable To</b>	Coordinator Statutory Planning		

## Position Accountable For:

Position Title	Level	Number of staff
N/A		

### Liaises with

Internal: All Staff and Councillors

External (Includes but not limited to): Contractors, suppliers, government bodies, consultants, developers, elected members, community members and other stakeholders

## Shire of Serpentine Jarrahdale Values:

### We focus on the customer

#### We Do

- Our customers are at the core of everything we do
- We deliver consistently high service internally and externally
- We respect each other and our customers

#### We Don't

- Ignore or unnecessarily delay customer enquiries
- Treat people with disrespect
- Speak negatively about the Shire, Officers or Councillors

### We do the right thing

#### We Do

- Act with integrity, honesty and respect
- Create a sustainable environment for our people and the community
- We do what we say and we say what we do

#### We Don't

- Engage in aggressive or passive aggressive behaviour or treat each other with contempt.
- Break the rules
- Waste

### We act Safely

#### We Do

- We always put safety first
- We take active responsibility for the safety of ourselves and our colleagues
- We care about each other and the environment.

#### We Don't

- Take safety short cuts
- Shun our safety responsibilities
- Harm ourselves or the environment

### We work as a team

#### We Do

- Work together and help each other
- Consider our impact on others
- Take time to celebrate milestones and success

#### We Don't

- Buy into gossip
- Share information inappropriately
- Expect to see blame, negativity or judging

## Our Values

We focus on the Customer We do the right thing We act safely We work as a team

**Position Summary:**

To facilitate planning and high-quality development in the community. To undertake statutory planning duties and principally assist in the assessment of fast track/simple development applications and provide appropriate advice to Council. To work as part of a multi-disciplinary team and implement policies, procedures and strategies to achieve the outcomes identified in Council's Strategic Community Plan.

**Responsibilities of Position:**

Listed below are the primary Key Result areas of the position. The list is not exhaustive, and the occupant of the position may be required to undertake other duties that could reasonably be expected of a person occupying a position at this level

Key Result Area	Position Responsibilities
<b>Planning Duties</b>	<ul style="list-style-type: none"> <li>Assessment of local structure plans, requests for scheme amendments, detailed area plans, subdivision applications and development applications.</li> <li>Clearance of subdivision conditions.</li> <li>Development and review of local planning policies and planning information.</li> <li>Provide Statutory Planning input into major strategic planning studies.</li> <li>Represent Council at the State Administrative Tribunal.</li> <li>Prepare reports to Council on planning and policy matters and ensures all reports to Council are of a high standard.</li> <li>Work with other teams in the organisation to gather the necessary information relating to projects.</li> <li>Exercise delegated authority in decision making where authorised by Council for matters related to the position and ensure that those decisions are reflective of the direction determined by Council's Strategic Community Plan and policies.</li> <li>Ensure that decisions of Council are reflective of the direction determined by Council's Strategic Planning Framework.</li> </ul>
<b>Maintains Relationships</b>	<ul style="list-style-type: none"> <li>Manage conflict to maintain an effective working environment with all customers.</li> <li>Develops and maintains partnerships with developers, consultants, and government agencies to ensure an excellence in service standards.</li> <li>Negotiate outcomes with customers and State Government agencies on compliance issues.</li> </ul>
<b>Professional and Technical Support</b>	<ul style="list-style-type: none"> <li>Provide professional and high standard of technical advice on statutory planning projects.</li> <li>Assist with the preparation of strategies and policies to guide for future growth in the Shire.</li> <li>Attend and where required chair the Development Assessment Unit meetings.</li> <li>Prepare correspondence, reports and briefings as required in a timely and professional manner.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>Provide excellent customer service and ensure that all enquiries are addressed in accordance with the Shire's Customer Service Charter.</li> <li>Promote a positive public image of Council by displaying a courteous and professional attitude during contact with residents, the development industry, State Government Agencies and landowners.</li> <li>Demonstrate commitment to the Shire's Customer Focus Program (including adherence to the Customer Service Charter).</li> </ul>

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Key Result Area	Position Responsibilities
<b>OSH Responsibility</b>	<ul style="list-style-type: none"> <li>• Apply current OSH principles and practices within the work environment, including when visiting properties within the Shire.</li> <li>• Comply with the Occupational Safety and Health Act 1984, the Shire's risk minimisation strategies and ensure completion of monthly Positive Performance Indicator's Report.</li> <li>• Identify and report any safety and health risks, accidents, incidents, injuries or property damage at the workplace.</li> </ul>
<b>Maintain Integrity of Shire's Values and Standards</b>	<ul style="list-style-type: none"> <li>• Apply the Shire's values every day.</li> <li>• Compliance with the Shire's Code of Conduct.</li> <li>• Comply with all statutory obligations including the Local Government Act and Equal Opportunity Act.</li> <li>• Adhere to the provisions of the State Records Act and the Shire's Record Keeping Plan at all times - creating records which would not otherwise be created, registering them into electronic and/or paper systems and retaining and protecting records as required.</li> </ul>

### Selection Criteria

Applicants are not required to address each element of the selection criteria, but should provide sufficient information so as to enable the selection panel to make an informed assessment of their suitability for this position.

#### Essential Criteria

1. Tertiary qualification in Town Planning, urban geography or similar.
2. Demonstrated ability to assess development applications, subdivision applications, detailed area plans and scheme amendments.
3. Sound knowledge of the principles and practice of sustainable development.
4. Demonstrated ability to provide clear advice and assistance on matters of a technical and specialised nature to the public and other officers in the department and organisation.
5. Strong ability to set priorities and produce work that is timely, accurate and of a high professional standard.
6. Well-developed interpersonal skills, including excellent oral, written and communication skills.
7. Well-developed report writing skills.
8. Sound negotiation and conflict resolution skills and the ability to work in a team environment.
9. A level of computer literacy appropriate to the position.
10. 'C' class driver's licence.

#### Desirable Criteria

1. Sound knowledge of relevant and current statutory requirements, Acts and Local laws.
2. Demonstrated capacity to work with other professions and the community.
3. Experience in the use of Technology One system.

<b>Reviewed by:</b>	Ashwin Nair
<b>Position:</b>	Manager Statutory Planning and Compliance
<b>Date:</b>	May 2022

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