

Position Description

Position:	Manager Planning
Incumbent:	Vacant
Key Result Area:	Land-use planning
Classification:	Band 7/8 depending on experience and/or qualifications
Award name:	Victorian Local Authorities Award 2001 varied by the Towong Shire Council Enterprise Agreement 2014
Hours:	Full-time or part-time (negotiable)
Employment type:	Permanent
Location:	Tallangatta Office
Reports to:	Chief Executive Officer
Supervises:	Nil
Approved by:	Chief Executive Officer
Date approved:	May 2017
Document type:	Position Description
Reference:	Personnel

Position Objectives

- Demonstrate positive and supportive behaviours, consistent with Council's values, towards all staff, contractors and Councillors.
- Apply innovative thinking and an energetic, 'can-do' approach in delivering Council's objectives.
- Implement the statutory planning function of Council through compliance with the Planning and Environment Act 1987, Subdivision Act, Towong Planning Scheme, relevant Council policies and operational procedures.
- Provide friendly, courteous and professional advice and assistance to developers, permit applicants and members of the community in relation to planning matters.
- Continually improve the quality of service and operating systems of the Council and the Planning department.

Key Responsibilities

This position is responsible for the performance of all Council's planning functions (both statutory and strategic). The position is supported by a part-time administrative assistant.

Statutory Planning

- Administer Council's statutory planning functions by ensuring that all planning permit, planning certificate, subdivision applications are dealt with in a timely manner in accordance with all relevant Acts and Regulations and with full consideration of all Council policies.
- Provide planning assistance and advice to the public either by counter, telephone, or on site contact and project a positive attitude in such interactions.
- Efficiently assess planning applications in accordance with the Towong Planning Scheme and Planning and Environment Act. Process planning and subdivision applications within statutory

time frames and in accordance with legislative requirements, ensuring that appropriate referrals and notifications have been carried out.

- Prepare reports for submission to Council relating to planning applications, subdivision applications and planning enforcement matters.
- Monitor and enforce compliance with all statutory planning requirements including the Planning Scheme.
- Undertake planning enforcement activity in instances where there is a clear breach of the Planning and Environment Act, Towong Planning Scheme or planning permit condition.
- Maintain the register of town planning applications, Section 173 agreements, subdivision applications and requests for subdivision statement of compliance.
- Check building applications for compliance with the Planning Scheme.
- Prepare material for VCAT appeals, enforcement orders, planning scheme amendments and panel hearings and represent Council at such appeals and hearings, as directed.
- Ensure the planning registers are kept up to date and systems are in place to allow the retrieval of information.
- Record statistical data and information in relation to planning and maintain comprehensive databases for storage and retrieval of planning information.
- Work with representatives of Government, Government agencies, statutory authorities, ratepayers, residents and local organisations as directed and/or as required and advocate the interests of Council in all internal and external dealings.
- Undertake research and prepare reports and correspondence relating to Council's statutory planning functions as required.

Strategic Planning

- Review the provisions of the Planning Scheme and advise Council on effective solutions or options for improvement
- Advise Council on the effects of changes to the Planning and Environment Act and any other relevant Acts or Regulations
- Provide assistance to the Chief Executive Officer in relation to strategic planning projects and other matters as required.
- Assist in the development of Council planning and development policies
- Prepare documents to inform the public of new or revised planning controls, guidelines and policies

Risk Management

- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.

Occupational Health and Safety

- Ensure Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of any person at the workplace.

Other

- Fulfill any other duties as directed by the Chief Executive Officer that are reasonably within the limits of the employee's skills, competence and training.

Qualification and Experience

- Qualifications in planning or related discipline (accredited by the Royal Australia Planning Institute preferable).
- Significant experience in statutory planning (preferably in a rural context).
- Significant experience in strategic planning (preferably in a rural context).
- Significant experience in the use of the Victorian Planning Provisions.
- Customer service experience.
- Experienced in the use of Geographic Information Systems, in particular MapInfo.
- Must hold and maintain a valid driver's licence for Victoria.

Accountability and Extent of Authority

- Under the guidance of the Chief Executive Officer, authority is extended to decision and policy making within areas managed not requiring a direct Council resolution, within the constraints of the Council Plan, policy and delegations, statutory obligations and budget.
- Responsible the efficient and timely processing of planning and subdivision applications and planning certificates.
- Responsible for meeting statutory deadlines and other timelines for own work.
- Accountable for providing professional assistance to the Chief Executive Officer.

Judgment and Decision Making Skills

- Ability to assess and process planning applications and solve problems using correct procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.

Specialist Skills and Knowledge

- An in depth knowledge of the Planning and Environment Act, Victorian Planning Provisions and Subdivision Act.
- An ability to assess complex planning applications.
- An ability to prepare high standard reports and briefing notes to Council and senior staff.
- An understanding of rural land use planning issues.
- An understanding of the Council and its functions and the municipality.
- An understanding of the function of the position within its organisational context.
- An understanding of Risk and Occupational Health and Safety requirements and Equal Employment principles and practice.
- Proficient computer skills in particular the MS Office suite of applications.

Management Skills

- Ability to manage own time, set priorities and plan and organise one's own work to achieve specific and set objectives and deadlines in the most efficient way possible within the resources available and within a set timetable.
- Ability to co-ordinate and organise work in conjunction with others within the team.
- Ability to effectively represent Council's interests in negotiations, meetings etc. and daily duties without supervision.
- An ability to discuss and resolve problems of a technical and general nature.

Interpersonal Skills

- Integrity, trustworthiness and professionalism.
- Excellent written and oral skills.
- Ability to work as a team member, and maintain effective communication with staff.
- Ability to communicate within all levels of Council, community and external sources as required.
- An ability to relate to persons with differing backgrounds.
- An ability to negotiate and build rapport with the public.
- Highly developed conflict resolution skills.
- Strong commitment to the provision of quality service to customers.

Selection Criteria

- Relevant tertiary qualification(s) in planning.
- Statutory planning experience, particularly in a rural context.
- Strategic planning experience, particularly in a rural context.
- Understanding of the Planning and Environmental Act 1987, Subdivision Act and Victorian Planning Provisions.
- Demonstrated customer service experience.
- Highly effective communication, interpersonal and information technology skills.
- Demonstrated commitment to learn and ability to contribute to the team.
- Self motivated, enthusiastic and able to interact with all levels of staff, referral authorities and developers.
- Timely and appropriate judgement and decision making skills.

Physical Working Conditions

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw	X					
Manual Handling eg. lifting	X					
Operation of heavy machinery eg. tractor	X					
Confined spaces eg. sewerage lines	X					
Hazardous substances eg. herbicide	X					
Heat and exposure eg. outdoors		X				
Isolation eg. remote rural locations		X				
Sedentary eg. computer operation					X	
Dusty environment eg. quarry	X					

Key: Rarely: once monthly for say ½ hour
 Regularly: once weekly for say 1 - 2 hours
 Often: once daily for say at least 3 hours

This position description has been approved by the Chief Executive Officer.

Juliana Phelps

Chief Executive Officer

Date:

Acceptance of position description

I the incumbent, have read and accept this position description.

Signature:

Date: