

Position Description

Position Title:	Senior Statutory Planner (Project Planner)
Business Unit:	Statutory Planning (2602)
Department:	Planning and Design
Directorate:	City Planning, Design and Amenity
Classification:	Band 6
Date:	August 2020
Reports to:	Statutory Planning Team Leader
Supervises:	Nil Mentors: Statutory Planners, Planning Support Officers
Internal Liaison:	<ul style="list-style-type: none"> • Strategic, Design and Sustainability Planning Coordinator • Statutory Planning Coordinator • Planning and Design Team Leaders and staff • Director City Planning, Design and Amenity • Manager Planning and Design • Other City Planning, Design and Amenity staff • All other Council Departments
External Liaison:	<ul style="list-style-type: none"> • Planning and Design customers • General public • Government departments and agencies • Referral Authorities • Planning consultants • External service providers

1. Position Objectives

The primary objectives of the position are to:

- To deliver excellent Planning outcomes through the provision of professional, well considered and consistent Statutory Planning services on all Statutory Planning matters including decision making, processing, advocacy and general advice, including developing and maintaining Planning information systems and databases.
- Advocate to maximise investment into the CGD City and municipal area as well as for the south east metro region by Developers / Landowners, State and Federal Government bodies through timely and well considered Statutory planning advice and decisions.
- To assist in the development of Planning policy and ensure a balance between the need for Statutory Planning regulation and law enforcement, and the need to facilitate development and encourage residents, businesses and visitors to live, work in and enjoy the city in accordance with the Greater Dandenong Planning Scheme.
- To provide pro-active, cost effective and customer oriented Statutory Planning services in line with set individual targets and key performance indicators in order to promote trust, growth and prosperity in the City of Greater Dandenong.

2. Key Responsibility Areas / Position Specific Responsibilities

****Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees***

- Assist the Statutory Planning Team Leader in the management and leadership of a team of planning professionals, including assistance and guidance to other staff on statutory planning matters as well as providing professional development guidance and mentoring to more junior staff as part of staff career development.
- Provide assistance to the development industry for new businesses wishing to invest in the municipality.
- Manage projects of a commercial and industrial nature from the pre-application stage, through the application process and any additional needs to ensure the City of Greater Dandenong is supporting new business' in line with Council's Economic and Employment Strategy and Plan.
- Represent Council on external forums, as well as at hearings of the Victoria Civil and Administrative Tribunal and Panel hearings, including briefing legal representatives and consultants as required.

- Work effectively within the multidisciplinary planning and development team in order to provide good internal customer relations and assist in the development of new and improved Department processes and procedures as well as participating in Business Planning, Continuous Improvement activities, and other Department improvement and growth initiatives.
- Input and interpret information to/from Council's business systems, including Property and Rating, Objective, Merit and the like to support internal and external customers where appropriate to the Department.
- Preparing agendas, attending and recording accurate minutes for Department team meetings, and other Planning related meetings as required.

General Planning Advice and Customer Service

- Independently undertake any allocated General Statutory Planning Duties and make sound planning decisions in accordance with appropriate Delegated Powers, when required.
- Liaise with other Council Business Units, Government Authorities, and other municipalities in respect to Statutory Planning.
- Receive, assess and initiate action on customer enquiries and requests for information in accordance with Department processes and procedures, providing quality customer service to both internal and external customers, and monitoring of those requests to ensure they are actioned within agreed response timeframes. Resolve enquiries directly with customers wherever possible.
- Provide written and verbal advice to landowner, developers, consultants, members of the public and internal staff in respect of planning matters within the strategic context of the Local Planning Policy Framework; the Planning & Environment Act 1987, Subdivision Act 1988, Greater Dandenong Planning Scheme and other relevant Acts, Regulations, Codes of Practice, Policies, etc.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- A prime responsibility of this position is to provide specialist advice to or regulate clients and the freedom to act is subject to regulations and policies and regular supervision by the Team Leader Statutory Planning, the Departmental Manager or the Director City Planning, Design and Amenity.
- The carrying out of all Statutory Planning duties as allocated by the Director, Coordinator Statutory Planning and/or Statutory Planning Team Leader, ensuring all correspondence, requests and documentation is registered, recorded and actioned in line with team key performance indicators.
- The planning decisions made by or advice given by the Senior Statutory Planner (Project Planner) can often have an environmental and social impact in addition to the significant financial and emotional impact on individual customers. The position is accountable for the impact of decisions that do not comply with all relevant statutory responsibilities and decision-making standards and criteria as set out in legislation and regulations, the Deeds of Delegation, the Greater Dandenong Planning Scheme and other relevant internal documents.
- Where involved in Policy development, Business Planning, Continuous Improvement activities, and other Department improvement and growth initiatives, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output can have a significant effect on the process of the development of these.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.

Independently:

- Provide advice to internal stakeholders, consultants, developers and general public on development matters from pre to post permit application stage,
- Manage outcomes in a timely and efficient manner, resolving planning problems through discussion and advocacy,
- Apply skills across a wide range of urban planning considerations to effectively promote good design and planning,
- Enter required application processing and decision making numerical and written data in Council's Statutory Planning Application Processing System (Property & Rating) and ensure allocated application data is current and complete at all stages of the application process.

- Follow all documented and automated internal policies, processes and procedures in relation to all allocated duties and services at all times.
- Think strategically, inspiring others to do likewise whilst keeping abreast of commercial trends and development requirements, in order to champion Council's vision across the organisation and city.

With Input from the Statutory Planning Team Leader:

- Respond to opportunities and issues in an innovative and productive manner
- Reflect changing community aspirations in planning decisions
- Identify, implement and manage strategic projects,
- Refer Planning decisions to Delegate Officers
- Refer Planning decisions to Council

Recommends and Identifies to the Statutory Planning Team Leader:

- Planning decisions to Council and Council delegates
- Effectively present strategies, plans and policies to community groups, Councillors and colleagues
- Strategically think about how to attract new business to the City and provide assistance through the planning process,

Guidance:

- Guidance and advice are usually available from the Statutory Planning Team Leader.

5. Specialist Skills and Knowledge

The essential position requirements include:

- This position also requires proficiency in the application of theoretical or scientific disciplines including the underlying principles as distinct from the practices. This includes the application of standardised planning procedures, practices, relevant Acts and Regulations relevant to the various Planning and Design Business Unit teams, to making recommendations on and determining planning applications as well as process planning applications, subdivision applications and other general planning matters.
- High level of customer service skills through giving of correct advice and information to customers and the general public through both phone and face to face counter services and keeping up to date with development trends in the commercial and industrial sector as well as new records and information technology processes and systems.
- An understanding of the long-term goals of the Planning and Design Department, and of the relevant policies of both the unit and the wider organisation.
- An understanding is required of the long-term goals of the Planning and Design business unit and of the relevant policies of both the unit and the wider organisation.
- Ability to work in an electronic environment and independently maintain electronic files in relation to all allocated applications in accordance Corporate and legislative Planning and Environment and Freedom of Information requirements.

6. Management and Interpersonal skills

The essential position requirements include:

- Skills in managing time, setting priorities and planning and organising own work to achieve set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures. This includes Organisational skills to implement, review, develop and maintain efficient and effective planning processing and decision-making systems.
- Ability to utilise well developed written communication skills to prepare high quality Statutory Planning correspondence, reports, templates and other documents.
- Ability to utilise well developed oral communication and advocacy skills to communicate application processing matters as well as to articulate the need for changes to planning applications after assessment as well as using those skills to offer excellent General Planning Advice.
- Ability to gain the cooperation and assistance of Planning officers, customers, members of the public, other employees, and external stakeholders to facilitate efficient administration of defined activities, including application processing and high-quality planning outcomes, through excellent decision making and clear, balanced and deliverable planning decisions.
- Must also be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

7. Qualifications and Experience

Selection of the most suitable applicant will be based on the following:

- Planning Institute of Australia (PIA) registration or equivalent accredited Degree in Statutory Planning with relevant experience. Experience should include:
 - demonstrated experience in the relevant legislation and regulations pertaining to all aspects of the planning, especially the Planning and Environment Act;
 - demonstrated experience in a range of planning environments where strategic thinking has led to innovative development outcomes;
 - demonstrated experience in all planning matters relating preparation for and presentation at the Victorian Civil and Administrative Tribunal and to Panel Hearings;
 - demonstrated experience in dealing successfully with developers including the commercial sector, landowners, residents and other parties in minor and major development proposals.
- Effective time management and work prioritisation skills and demonstrated ability to resolve planning issues within regulatory parameters through discussion, collaboration and cooperation.
- High level of oral and written communication skills, including demonstrated ability to advise and mentor junior staff members.
- Experience with computer-based databases and systems, such as Objective records management system or similar, MERIT customer request management database or similar and Property & Rating Application Management or similar.
- A current (and ongoing) valid Victorian Driver's License supplied prior to offer of employment and commencement.

Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

Prepared by:

Name:	William Stewart	Signature:	
Date:	August 2020		

Manager:

Name:	Brett Jackson	Signature:	
Date:	August 2020		

Director:

Name:	Jody Bosman	Signature:	
Date:	August 2020		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical Requirements of the position

Date of last review: August 2020

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).
 Authorised by: Name Brett Jackson Signature

Cognitive Demand	Yes	No
Regular communicating with team / work mates	X	
Regular communicating with others	X	
Verbal instruction and supervisor of others		X
High concentration	X	
Planning and problem solving	X	
Job / task organisation	X	
Short-term memory	X	
Long-term memory	X	

Position Description

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Main areas of responsibilities will include but is not limited to:

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.