

Technical Officer Planning

Division	Planning	Department	Development Services
Reports To	Coordinator Planning Assessment	Direct Reports	No

Position Purpose

This position will provide technical support to the planning team in the assessment of development matters relating to the land use impacts of development to meet the needs of the community within the Moreton Bay Regional Council area.

Key Responsibilities and Outcomes

Operational

As a Technical Support Officer within the Development Services team you will:

- Provide technical support into the assessment of development applications relating to the land use and development matters.
- Support the development approval process including levying and recovery of the cost of infrastructure.
- Prepare high quality technical reports, procedures and correspondence to support the development approval process.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.
- Engage proactively with key stakeholders to ensure quality service outcomes are achieved and constructively deal with any customer services enquiries or complaints referred for action.

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

Decision Making

Budget - Nil

Delegations - Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register.

Knowledge & Experience

- Working knowledge and experience in the delivery of planning assessment and compliance services.
- Working knowledge in the principles and practices relating to urban design and placemaking.
- Awareness of the State Planning Policy, the SEQ Regional Plan, the Planning scheme, and the Adopted Infrastructure Charge Resolution.
- Demonstrated experience in applying relevant planning and development legislation and policy.



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- Well developed communication skills to meet the needs of a range of internal and external stakeholders with the ability to work in a positive team environment communicating and engaging effectively at all levels.
- Well developed influencing skills and the ability to support the negotiation of infrastructure and other commercial agreements.

Qualifications

- Diploma in Town Planning or equivalent.
- General Induction licence (White Card).
- Current C class driver's licence.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.