

Position Description

Senior Co-Ordinator Statutory Planning



Position Details

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| Position Title | Senior Co-Ordinator Statutory Planning |
| Position Number | 103100 |
| Classification | Band 8 |
| Division | City Sustainability and Strategy |
| Branch | Statutory Planning |
| Unit | Statutory Planning |
| Reports To | Manager Statutory Planning |
| Employment Essentials | <ul style="list-style-type: none">• |

Yarra City Council is committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander peoples, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Organisational Context

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Statutory Planning Branch forms part of the City Sustainability and Strategy Division and consists of five teams of statutory planners, together with a Business Support team. As part of the management team, the incumbent will be responsible for the day-to-day management of a team of statutory planning staff in the Branch.

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| Position reports to: | Manager Statutory Planning |
| Reporting to this Position: | Statutory Planners, Administration Staff (on an as agreed basis in consultation with the Co-ordinator Customer Service Planning). |
| Internal Relationships: | The Co-ordinator liaises with Councillors, management and staff at all levels across the Organisation including other Coordinators within the Branch and Division. |
| External Relationships: | The Co-ordinator is required to negotiate and maintain a responsive and professional relationship with the development industry, residents, community organisations, Statutory Authorities, Government departments, the business community, prospective applicants and counterparts in other municipalities |

Position Overview

- Co-ordinate the Statutory Planning Unit and build a responsive customer focused team.
- Implement the Yarra Planning Scheme to enhance the municipality's built and natural environment and protect it from the adverse effects of incompatible, inappropriate developments and uses.

Key Responsibilities

All Yarra employees:

Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Councils activities.

Management

- Co-ordinate the provision of statutory planning services within the City of Yarra in a team environment
- Regularly inform the Manager Statutory Planning of progress towards business plans and activities and performance of the Unit.
- Represent the Manager Statutory Planning on committees, working parties, etc relevant to statutory planning as required.
- Foster and lead a commitment to professional service excellence and staff development in relation to statutory planning services.
- Ensure effective liaison and communication occurs between staff, Branch Units, other Co-ordinators and the Branch Manager.
- Assist the Manager in the development and monitoring of the annual budget for the Branch.
- Develop appropriate performance indicators for staff in the Unit and monitor statutory planning achievements in light of industry benchmarks.
- Manage and take responsibility for the timely resolution of all customer queries and complaints relating to statutory planning matters.
- Develop and implement an appropriate training and staff developmental program that will enhance the performance and reputation of the statutory planning staff and Statutory Planning Branch generally within the community and broader planning industry.

Planning & Policy

- Contribute to the development of strategic and operational plans for the Branch that achieve financial responsibility, quality management, client services and best practice targets.
- Review and streamline systems and processes within the Unit to ensure flexible and responsive service delivery across the Branch that meets client expectations.
- Initiate and recommend to the Manager new or changed policies relating to statutory planning practices.
- Provide timely advice to the Manager and Council on the implications of identified land use changes and development needs.

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- Assist, promote and encourage the appropriate and proper development and redevelopment, use and re-use of land in the City of Yarra.
- Process and co-ordinate a limited number of significant and complex planning applications as appropriate.
- Co-ordinate team presentation to the Victorian Civil and Administrative Tribunal (VCAT) hearings as and when required in liaison with the Planning Appeals advocate.
- Liaise regularly with the Planning Appeals advocate on VCAT decisions that impact on statutory processes and provide this feedback to team members.

Functional Responsibilities

Administration & Enforcement of the Planning Scheme

- Advise the Manager on the most efficient and effective procedures for handling applications for planning permission and undertake quality control checks on approvals as and when required.
- Ensure compliance with the Planning Scheme and liaison with community amenity staff, including investigation of complaints alleging breaches of the Planning Scheme, and legal enforcement.
- Advise and exercise planning delegations of Council.
- Mentor staff in the Branch in order to promote good practices and team morale and 'sign-off' the work of staff.

Public Information & Relations

- Liaise and regularly advise/inform Councillors, community groups and the public on planning matters.
- Attend and advise/contribute/update Councillors, the community and Committees on behalf of Council, as required by the Manager Statutory Planning.

Human Resource Management

- Lead, support and direct team members in the performance of statutory functions, including establishing and monitoring priorities in individual workloads.
- Co-ordinate and develop staff within the Statutory Planning Unit and motivate staff across the Branch.
- Develop and encourage appropriate training and development for staff within the Unit, including the development of mentoring programs across the Branch.
- Develop and utilise effective communication lines between staff within the Unit and Branch.
- Evaluate staff performance within the team including the development of performance and career plans.

Safety and Risk

- Role model a safety and risk management culture and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
- Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
- Conduct on-site safety and risk training and inductions.
- Identify hazards, assess, report and investigate incidents, train staff and where practicable, resolve any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Ensure consultation with staff on OH&S issues as early as practicable.

Sustainability

- Role model and assist all employees to embrace the following Sustaining Yarra principles in their day-to-day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity

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Cultural Vitality
Community Development
Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service and culture based on positive relationships with colleagues and the community:

Accountability
Respect
Courage

Accountability and Extent of Authority

- **Resource management:** freedom to act set by broad goals, policies and budgets; may have a substantial effect on the unit or public perception of the organisation,
- **Manage specialist or regulatory units:** freedom to act subject to goals, policies and legislation; may have a substantial effect on the community,
- **Develop policy options and strategic plans:** wide freedom to act; may have a substantial impact on the organisation or community.

Judgement and Decision Making

- Generally involves both problem solving and policy development.
- Typically requires identification and analysis of an unspecified range of options.
- Employees will identify and develop policy options for management or employer consideration.

Management Skills

- Typically management of large numbers of employees or tertiary qualified employees.
- Management skills to achieve goals and objectives.

Interpersonal Skills

- Ability to persuade, convince or negotiate with clients, members of the public, employees, tribunals etc.
- Ability to lead, motivate and develop other employees.

Risk and Safety Requirements

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures to meet this commitment.

Specialist Skills and Knowledge

- May be outside original field of specialisation.
- Understanding of legal, socio-economic and political context.

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- Sound knowledge of budgeting and accounting/financial procedures (except for specialist positions)
- Considerable knowledge and understanding of the Victorian Planning System, including the operations of the Planning and Environment Act 1987 and the Victorian Planning Provisions;
- Well-developed appreciation of the implications, limitations and opportunities for statutory and strategic planning at the Local Government level.
- Thorough knowledge and understanding of Victorian Planning legislation, subdivision legislation, regulations and Local Laws as they relate to planning matters.
- Understanding of the land use and development patterns of the City of Yarra.
- Well-developed computer skills and the ability to undertake research for future land use development planning.

Qualifications and Experience

- Tertiary qualification in statutory/urban planning with relevant experience plus post graduate qualifications or qualifications/experience in another field or lesser formal qualifications with extensive and diverse experience, or intensive specialist experience.
- Extensive experience in a statutory planning role in the public or private sector is also required, preferably within Victoria.
- High level of management experience in a statutory planning practice with a focus on service delivery.

Key Selection Criteria

1. Experience dealing with statutory planning systems and processes that facilitate high quality, reasonable yet defensible planning outcomes.
2. Demonstrated ability to effectively manage performance, leading by example, using appropriate judgment to ensure a positive team environment and efficient service delivery.
3. Ability to prioritise individual and team objectives whilst effectively managing multiple tasks with competing demands.
4. Excellent communication skills that can be readily tailored to a variety of stakeholder needs, a responsive attitude and positive approach.
5. Experience in a statutory planning role, particularly dealing with complex or major projects within an inner-city context (from pre-application stage through to VCAT), community consultation and presenting to Council.