

Position Description

Senior Statutory Planner

08 November 2024

Position Number

500080

Directorate

Economy, Growth &
Infrastructure

Department

Planning and Engineering
Services

Reports to

Planning Services
Coordinator

Classification

Band 6

Employment Status

Permanent

Location

Wallan
Flexible Working
Arrangement

About the role

The Senior Statutory Planner ensures that the statutory planning services of Council are delivered in an efficient, customer focused and professional manner in accordance with the policies and practices set by Council and legal and operational requirements.

You will act as a facilitator to achieve an efficient development approvals process and to provide guidance and assistance to the parties involved and provide professional, accurate, timely and customer focused planning advice and recommendations to Council, council delegates and customers of the Growth Planning Unit at a senior level and to provide professional representation as an advocate of Council; whilst maintaining consistency in the approach to implementing Council policy, planning scheme controls and relevant Acts and Regulations.

The role will also assist in the development of and recommend changes to policies and procedures and to use initiative and judgement in applying existing policies and procedures

Key responsibility areas

- Process and assess applications and prepare reports for submission to Council or Council's delegate as directed, relating to land use, development, and subdivision at a senior level in accordance with legislation and Council policy
- Coordinate and balance the responses and objectives of all interested parties within the planning assessment process (i.e., other Council Departments, referral authorities, objectors, and applicants) to ensure that decisions appropriately consider the wider interests of Council and key stakeholders

- Seek to process planning and subdivision applications within statutory time frames and in accordance with legislation and Council policy
- To prepare planning appeal submissions and represent Council at VCAT hearings as required.
- Maintain a close working partnership with internal departments to ensure planning approvals are well coordinated and advice including referral comments is provided promptly
- Carry out research and other duties as directed and required pertaining to the effective delivery of planning services
- Provide prompt and courteous assistance and advice (both verbal and written) to all general and specific enquiries including counter responsibilities.
- Maintain positive public relations and Council image
- Undertake various other planning department related duties as directed from time to time
- Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award

About you

Key Selection Criteria

1. Recognised tertiary qualification in town or urban planning or similar discipline (including substantial studying towards such a qualification)
2. Demonstrated strong understanding of the Planning and Environmental Act 1987, Subdivision Act 1988 and planning schemes
3. Proven customer focus, relationship building, negotiation and conflict resolution skills, and experience in dealing with a range of stakeholders
4. Demonstrated excellent communication and interpersonal skills with a demonstrated commitment to customer service when dealing with the wider community and leading a team environment
5. Demonstrated experience in submission preparation and representing Council to defend decisions at VCAT
6. Demonstrated commitment to Innovation and ability to deliver service improvements

Pre-employment check

- National Police Check
- Valid Victorian driver's license
- Working with Children Check

About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and liveability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Trusted



Engaged



Innovative

Structure

Mitchell Shire Council is broken into three Directorates being:

- Strategic Partnerships and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

Our Commitment to Diversity, Inclusion and Safety

Mitchell Shire Council is an equal opportunity employer committed to an inclusive and accessible workplace that values diversity and upholds the highest standards of integrity and responsibility. We actively welcome and encourage applications from individuals of culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people, members of the LGBTQIA+ community, and people with disabilities.

This commitment aligns with and supports the standards set by the Charter of Human Rights and Responsibilities Act 2006 (Vic), the Gender Equality Act 2020, the Climate Change Act 2017, and the Commission for Children and Young People Child Safe Standards, ensuring our compliance with human rights, gender equality, climate responsibility, and child safety.

Position requirements

Accountability and Extent of Authority

- Accountability requires a statement reflecting what the position is directly responsible for producing/achieving. The extent of authority relates to the degree of freedom to act and any constraints e.g., under direct supervision, under general guidelines
- This position is authorised to act on all day-to-day matters within projects under their control and in accordance with delegation, operational procedures, policies, objectives and budgets with regular liaison with the Growth Planning Coordinator
- This position is accountable for:
- Being responsible for managing and assisting in the efficient and timely processing of planning and subdivision applications
- Acting as an effective team member and providing professional assistance to the Growth Planning Coordinator

Judgement and Decision Making

- To process applications and solve problems at a senior level using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience
- To ensure that the correct statutory procedures under the Planning and Environment Act 1987 and related planning legislation are correctly followed in relation to planning matters
- To advise members of the public on issues raised by them and to coordinate a response if appropriate, involving other Council departments
- To make decisions according to office procedures and guidelines and resolve problems on day-to-day planning matters often by identifying a range of options and selecting the most appropriate course of action

Specialist Skills and Knowledge

- A strong working knowledge of the Planning and Environment Act 1987 and associated statutory procedures including the provisions and both State and Local Planning Policies of the Planning Scheme
- Knowledge of the principles and best practice of statutory planning with reference to VCAT proceedings
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents
- Commitment to high quality customer service and operational efficiency
- Knowledge and understanding of Risk and Occupational Health and Safety requirements and Equal Employment principles and practice
- Ability to identify and analyse problems and consider opportunities in selecting of the preferred course of action as it relates to statutory planning

- A clear understanding of the issues confronting a growing urban fringe municipality and growth area
- Ability to take direction
- Ability to implement policy and achieve Council/Corporate objectives
- An achievement and results oriented attitude to the role
- Ability to advise and assist other staff
- Ability to represent Council at public meetings
- Ability to handle a variety of issues concurrently with minimal supervision
- Able to demonstrate self-motivation and self-discipline in work undertaken

Management Skills

- Ability to plan and organise own workload to achieve Department objectives within set timeframes
- An ability to record and maintain accurate information and records
- Knowledge of the principles of Equal Employment Opportunity and ability to follow Occupational Health and Safety practices
- Ability to plan, manage own time and workload
- Ability to participate in the development, implementation and review of plans, policies and procedures
- An ability to discuss and resolve problems of a technical and general nature
- Ability to co-ordinate and organise work in conjunction with others within the team
- Ability to effectively represent Council's interests in negotiations, meetings and daily duties without supervision from senior staff

Interpersonal Skills

- Highly developed teamwork and communication skills
- Highly developed, relationship building, conflict resolution skills and an ability to resolve disputes with customers in a non-confrontational manner
- Ability to negotiate and build rapport with the public
- Ability to relate to persons with differing backgrounds
- Absolute integrity, honesty, trustworthiness and professionalism
- An understanding and appreciation of the purpose and goals of the Growth Planning Unit and the wider organisation
- Sensitive to local circumstances
- Ability to work and contribute as a team member
- Strong commitment to the provision of quality service to customers

Qualifications and Experience

- Recognised tertiary qualification in town or urban planning or similar discipline (including substantial studying towards such a qualification)
- Knowledge and experience with community expectations in a growth, interface and rural community environment

- A strong understanding of the Planning and Environmental Act 1987, Subdivision Act 1988 and planning schemes
- Experience defending Council decisions at VCAT
- Sound customer focus, relationship building, negotiation and conflict resolution skills, and experience in dealing with a range of stakeholders
- Demonstrated excellent communication and interpersonal skills with a demonstrated commitment to customer service when dealing with the wider community and leading a team environment
- Self-motivated, enthusiastic and able to interact with all levels of staff, referral authorities and developers
- Timely and appropriate judgement and decision-making skills
- Innovation and ability to deliver service improvements