



POSITION DESCRIPTION

POSITION TITLE:		Statutory Planner			
POSITION NO:		103406	CLASSIFICATION:		Band 5
DIVISION:		Planning & Place Making			
BRANCH:		Statutory Planning			
UNIT:		Statutory Planning			
REPORTS TO:		Coordinator Statutory Planning			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

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 Islanders, 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.

POSITION OBJECTIVES

Branch:

- Assist in administering Council's statutory planning controls efficiently and effectively to contribute to the development and achievement of Branch and Divisional goals.

Department:

- To administer the Council's statutory planning controls so as to enhance the Municipality's built and natural environment and protect it from the adverse effects of incompatible, inappropriate development and land uses.

- To facilitate the orderly, efficient and economic development and use of land and buildings in the Municipality.
- To assist in the implementation of planning strategies throughout the City of Yarra.
- To operate within a department organised within business principles, operating on a competitive, customer focused and self-managed work group basis.

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standard; 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 competitive business culture with an emphasis on customer service, customer experience and continuous improvement.

The Statutory Planning Branch forms part of the Planning & Placemaking Division, which contributes directly to the achievement of these organisational goals. As a member of the Statutory Planning Branch the incumbent is required to pursue branch goals with colleagues in other branches and divisions and develop sound working relationships with a range of internal and external customers.

ORGANISATIONAL RELATIONSHIP

Position reports to: Co-ordinator or Senior Co-ordinator Statutory Planning.

Internal Relationships: The incumbent is required to liaise with staff at all levels within the organisation but notably with staff within the Statutory Planning Branch and Planning & Placemaking Division.

External Relationships: The incumbent is required to liaise and maintain a responsive and professional relationship with community organisations, Statutory Authorities, Government Departments, the business community, prospective applicants and counterparts within other Municipalities.

KEY RESPONSIBILITY AREAS AND DUTIES

Specific areas of responsibility

Administration and enforcement of the Yarra Planning Scheme

- To advise on the most efficient and effective procedures for the assessment and determination of applications for planning permission under the Yarra Planning Scheme in line with Council policy.
- To represent Council at the Victorian Civil and Administrative Tribunal when required.
- To advise on and process Council requirements in a range of application types.

- To advise of Planning Scheme requirements or implications for applications referred under legislation relevant to internal departments.
- To advise on the implications of land use and development needs of the community in statutory planning responsibilities.
- To assist the Statutory Planning Branch as requested in the development of planning policies and codes of Yarra policy on Statutory Planning matters.
- To advise and report as requested on relevant matters of state planning policy.
- To assist, as required, reviews of the Yarra Planning Scheme.

Functional Responsibilities

Public Information and Relations

- Provide accurate, up-to-date information to customers on statutory planning matters.
- Assist customers in discussing the development potential of a site in light of policy, site context and any relevant Council or VCAT decisions, to achieve a good planning outcome.
- Attend and advise/contribute/update Community and professional committees and meetings on behalf of Council, as required.

General Administration

- Assist in the maintenance of readily accessible and up-to-date Acts, Regulations, maps and records in relation to planning.
- Maintain a high level of record keeping.

Safety and Risk

- 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 in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability

- Continuous Improvement
- Social Equity
- Cultural Vitality
- Community Development
- Integrated Approach

Yarra Values

- Behave according to the following values which underpin the Council's efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This position is directly accountable to a Co-ordinator or a Senior Co-ordinator for providing efficient and effective assistance in administering the Yarra Planning Scheme.
- The authority to act in the administration of Council's planning controls is governed by clear objectives, statutory requirements and professional standards, and policies.
- Professional judgements are subject to review by the Statutory Planning Manager and Co-ordinators.
- This position is to consult frequently with, and report regularly to, their Co-ordinator to ensure adherence to statutory timeframes for the processing of permit applications and other job related tasks.

JUDGEMENT AND DECISION MAKING

- This position is expected to draw upon experience and expertise in planning and exercise judgement on a range of delegated tasks of varying technical problems relevant to statutory planning.
- This position is required to exercise good, independent and professional judgement on delegated tasks of varying technical complexity and difficulty, where advice is usually available.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge and understanding of the principles and practices of statutory planning, specifically in the context of Local Government.

- Sound appreciation of the implications of Statutory Planning at local Government level.
- Knowledge and understanding of Victorian Planning legislation, Subdivision legislation and Local Laws as they relate to planning matters.
- Knowledge of land use patterns and needs of the City of Yarra.
- Skills in the preparation of clear, accurate and concise reports.
- Understanding of Department corporate objectives and performance measuring criteria.
- Commitment to customer service ethics and service excellence.
- Commitment to on-going personal professional development.

MANAGEMENT SKILLS

- An ability to plan, prioritise and organise work within a set timetable and in an environment of change and often competing and conflicting demands.
- Maintain a commitment to personal service excellence in relation to the Statutory Planning Branch.
- An ability to solve problems through discussion, negotiation and teamwork.

INTERPERSONAL SKILLS

- Well developed oral and written communication skills.
- The ability to gain the co-operation of, and assistance from, a range of customers, both internal and external.
- Skills in negotiation and consultation.
- Initiative and the ability to work autonomously and with minimum direct supervision.
- Ability to work effectively as part of a team.

QUALIFICATIONS AND EXPERIENCE

- Will have, or be completing the final year of, a tertiary qualification in urban planning.
- Advantageous to have experience in statutory or strategic planning in local or state government.

KEY SELECTION CRITERIA

- A relevant tertiary qualification.
- Effectively communicates both verbal and written.
- An ability to plan, prioritise and organise work within a set timeframe and within an environment of change and competing demands.
- An understanding of the Victorian planning system and government planning policy relevant to the Municipality and wider metropolitan Melbourne.
- An ability to work autonomously and also contribute to effective teamwork.
- Knowledge and understanding of the principles and practices of statutory planning, specifically in the context of Local Government.