



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Statutory Planner			
<b>POSITION NO:</b>		100377	<b>CLASSIFICATION:</b>		Band 5
<b>DIVISION:</b>		Planning & Place Making			
<b>BRANCH:</b>		Statutory Planning			
<b>UNIT:</b>		Statutory Planning			
<b>REPORTS TO:</b>		Coordinator Statutory Planning			
<b>POLICE CHECK REQUIRED:</b>	No	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

*Yarra City Council 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 OBJECTIVE

#### 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 implementation of planning strategies throughout the City of Yarra
- 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 and continuous improvement.

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

**ORGANISATIONAL RELATIONSHIP**

**Position reports to:** Co-ordinator, Statutory Planning  
Manager, Statutory Planning

**Internal Relationships:** The incumbent liaises with staff at all levels within the organisation but notably with staff within the City Development 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 RESPONSIBILITIES AREAS AND DUTIES**

### **Specific areas of responsibility**

#### Administration and enforcement of the Planning Scheme

- This position generally deals in Planning Permit applications.
- To advise on conditions for land use in planning permits applications.
- To advise on the most efficient and effective procedures for the assessment and determination of applications for planning permission under the relevant Planning Scheme in line with Council policy.
- To represent Council at the Victorian Civil and Administrative Tribunal.
- To advise on and process Council requirements in applications for transfer and extension of hours for Liquor Licensing matters.
- To advise of Planning Scheme requirements or implications for applications referred under legislation relevant to other 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 undertake as required reviews of the Yarra Planning Scheme.
- To brief Council Solicitors as required.

## **Functional Responsibilities**

### Public Information and Relations

- Provide accurate, up-to-date information to the public on statutory planning matters.
- Assist the public in obtaining permission to develop property in the most appropriate way consistent with Council Policy.
- Attend and advise/contribute/update Community and professional committees and meetings on behalf of Council, as required by the Statutory Planning Co-ordinator.

### General Administration

- Assist in the maintenance of readily accessible and up-to-date Acts, Regulations, maps and records in relation to planning.

## **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 our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Teamwork
  - Integrity
  - Respect
  - Accountability
  - Innovation

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- This position is directly accountable to a 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, policies.
- Professional judgements are subject to review by the Statutory Planning Co-ordinator.
- The Planner is to consult frequently with, and report regularly to, the Co-ordinator to ensure adherence to statutory time limits are met for permit application processing.

## **JUDGEMENT AND DECISION MAKING**

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

## **KEY COMPETENCIES**

### **Specialist Skills and Knowledge**

- 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 the 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 concise reports.
- Understanding of Department corporate objectives and performance measuring criteria.
- Commitment to customer service ethics and personal service excellence.
- Commitment to on going professional development.

### **Management Skills**

- An ability to plan, prioritise and organise work within a set timetable and in an environment of change 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 people both internal and external.
- Skills in negotiation and consultation.
- Initiative and the ability to work with a minimum of supervision.
- Ability to work effectively as part of a team

## **QUALIFICATIONS AND EXPERIENCE**

- Will have, or be completing their final year of, a tertiary qualification in urban planning.
- Experience in statutory or strategic planning for local or state government would be an advantage.

## **KEY SELECTION CRITERIA**

Applicants for the position of Statutory Planner will be selected according to the following criteria:

- A relevant tertiary qualification.
- Effectively communicates both verbally and in writing.
- An ability to plan, prioritise and organise work within a set timeframe and within an environment of change and conflicting 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 a team effectively.
- Knowledge and understanding of the principles and practices of statutory planning, specifically in the context of Local Government.