



## WHITEHORSE CITY COUNCIL POSITION DESCRIPTION

### PRINCIPAL PLANNER (STATUTORY)

**Classification:** Band 7

**Effective Date:**

**Reports to:** Assistant Manager

**Tenure:** Full Time

#### **Goal Statement**

As a highly experienced senior team member you will contribute to the development and achievement of the Planning Department's goals through the provision of leadership skills, planning experience and delivery of statutory planning services. The position will provide support for the Team Leaders, guidance and leadership to the planners and other staff within the Statutory Planning team, process complex planning applications, and focus on effective service delivery and commitment to quality.

#### **Key Responsibilities**

##### *Position Specific Responsibilities*

Deliver a full range of quality town planning services, with an emphasis on leadership, guidance and mentoring, encompassing:

- Providing advice, mentoring and support to other members of the Statutory Planning team.
- Processing, evaluating and determining complex applications for planning use, development including mixed use high rise development (10 to 30+ storeys) in the Box Hill Metropolitan Activity Centre and subdivision permits as required.
- Undertaking public consultation and mediation on statutory planning matters.
- Providing representation of Council's interests in regard to planning appeals.
- Administering delegations in accordance with the powers conferred in the instrument of delegations.
- Providing support for Team Leaders and guidance for staff with the review and signing of planning officer reports and correspondence.
- Administration and enforcement of the Whitehorse Planning Scheme, and associated legislation.
- Provision of expert advice and direction to clients about the development and use of sites within the municipality.

Provide advice to Managers, Councillors and staff across the organisation on statutory planning issues.

Assist in the development and implementation of appropriate strategies, to review processes, monitor outcomes and ensure a positive image of the team across the organisation and the community, including involvement in process improvement initiatives.

Monitor Planning Scheme amendments to ensure future potential for Council land is not compromised.

Display behaviours and standards in accordance with the identified behaviours and standards in Council's Enterprise Bargaining Agreement and demonstrate these values through teamwork, professionalism and a commitment to residents/customers.

Liaison with State departments, other Municipal Councils, other government authorities, and non government groups on a range of planning related matters.

Work in accordance with the Occupational Health & Safety Act, 1985 and Council's OHS Policies.

##### *Corporate Responsibilities*

- Adherence to all Corporate Policies, Procedures and the Overarching Principles in the current Whitehorse City Council Collective Agreement.
- To understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Reporting of any matters that may impact on the safety of Council employees or citizens, assets and equipment.

#### **Authority**

*Budget:* Nil

**Staff Responsibility:** No direct reports, however assists in the skill development of Urban Planners, Development Planners and Administration/ Customer Service Officers by providing advice and mentoring support in association with the Team Leaders and Assistant Manager.

**Decision making:** Defined within established procedures and guidelines using the application of a variety of processes. Able to set own work priorities to ensure that tasks are completed within required timeframe and to required standard.

### **Key Relationships**

Liases and provides advice to Management, Councillors and all staff on statutory planning issues. The position is required to maintain professional relationships with applicants, consultants, government departments and agencies, VCAT, community groups and others.

### **Selection Criteria (Essential)**

#### *Qualifications and experience*

- Qualifications in town planning, land administration or other relevant discipline combined with substantial experience in the provision of statutory planning services. Emphasis on planning in an urban environment with an extensive knowledge of the Victoria Planning Provisions and relevant legislation including the Planning & Environment Act 1987.
- The candidate will be expected to manage major applications including mixed use projects that range from 10 to 30 plus storeys in height.

#### *Technology*

- Proficiency in the use of computers including MS Office products.

#### *Interpersonal*

- Strong communication and persuasion skills and the ability to gain cooperation from members of the public and other employees in statutory planning matters.
- Demonstrated high level oral and written presentation skills with the ability to write concise reports in field of expertise suitable for Council meetings.
- Must have the ability to handle difficult situations and remain calm.

#### *Leadership/management:*

- Ability to manage a variety of complex tasks with minimal supervision, with evidence of a strong commitment to quality and customer service.
- Commitment to the development of staff to achieve team objectives.
- Capacity to develop leadership skills.
- Must have skills in managing time to achieve specific and set objectives in the most efficient way possible with the resources available and within set timeframes.
- Must be able to efficiently and effectively juggle priorities and workload to meet deadlines despite conflicting pressures.
- Must be able to remain calm in tense situations.
- Must be prepared to support the achievement of team objectives before individual goals and interact positively within the team environment.

### **Notes and comments: (Include items applicable to this position)**

- Short listed candidates may be required to attend a pre-employment medical examination.
- A current drivers' licence that meets the requirements of Vic Roads is essential.
- May be required to attend out of hours meeting.

### **Key Selection Criteria:**

1. Qualifications in town planning, land administration or other relevant discipline combined with substantial experience in the provision of statutory planning services, with emphasis on planning in an urban environment with an extensive knowledge of the Victoria Planning Provisions and relevant legislation including the Planning & Environment Act 1987.
2. Experience managing major planning applications.
3. Leadership skills and commitment to mentor and develop staff to achieve team objectives.
4. Strong communication and persuasion skills and the ability to gain cooperation from members of the public and other employees in statutory planning matters and demonstrated high level oral and written presentation skills with the ability to write own and review and edit other officer reports.
5. Ability to manage a variety of complex tasks with minimal supervision, within set timeframes, with evidence of a strong commitment to quality and customer service.
6. Proficiency in the use of computers including MS Office products.

<b>EMPLOYEE NAME:</b>	
<b>Employee Signature:</b>	<b>Date:</b>