



Position Description

Senior Planner

VALUE-YORK

PRINCIPLES

We are a customer service focused organisation for internal and external customers, as individuals and an organisation we:

- are nimble and dynamic
- demonstrate initiative, are accountable for our actions and responsibilities
- are open to partnerships
- demonstrate our pride in our work and community
- model mutual respect and are inclusive, welcoming all people
- are transparent in how we do things
- work hard on building our resilience

These Principles are supported by the values of the Shire:



Empathy



Courage



Respect



Position Description: Senior Planner

Position Number YO44

Purpose: Using superior communications, leadership and interpersonal skills add value to the built and natural environment of the Shire by engaging with stakeholders in a positive and constructive manner. Ensure development within the Shire boundaries is undertaken in accordance with the principles and objectives of the Council's Town Planning Scheme, planning policies and relevant legislation. High level development engagement and assessment skills, transparent planning recommendations and outstanding customer service will each contribute to the success of this role.

Role Responsibilities

- This position is also responsible for the Statutory Planning functions under the Planning and Development Act 2005 and will take a lead role in the assessment of development applications and input into the development of planning strategies, statutory documents and Council planning policy.
- The Senior Planner will also be expected to handle a wide range of duties related to all manner and complexity of development applications and planning issues.
- Providing development assessment services including:
 - Advice to the public on planning and development assessment issues
 - Processing and managing development application files – including pre-application meetings
 - Preparation of relevant reports/submissions to the Council, WA Planning Commission and other agencies as well as presenting these at the respective meetings as required
- Assisting the Executive Manager Infrastructure and Development Services Coordinator in developing and reviewing operational policy and procedures
- Managing and/or participating in complicated consultation processes and consultant contracts, including the preparation of Terms of Reference
- Effectively representing the Council in Public and representor/applicant meetings
- Liaison with referral agencies such as the WA Planning Commission, Department of Water, Department of Parks and Wildlife, Department of Environment Regulation, Avon Catchment Council and neighbouring Councils on issues of common concern
- Providing professional/expert planning advice, assessment and recommendations on a range of complex planning matters, including non-complying development
- Coordinating the assessment of all development proposed within the Council area with personal attention to significant and complex applications
- Assessment and approval of development applications in accordance with Council's delegated authority, procedures and practices
- Close liaison with other areas within Council that are relevant to the planning and development assessment processes and seeking to resolve conflicting views
- Briefing and instructing Council's solicitors on enforcements, prosecutions, appeals and appearing as an expert witness subject to Council's policies and procedures for gaining legal advice
- Preparation and adoption of appropriate and relevant planning policies
- Be an active and engaged leader who demonstrates collaboration and team skills

Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the Equal Opportunity Act, 1984 and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to *Policy G1.1 Code of Conduct: Councillors, Committee Members and Employees*.
- Staff must comply with State Records Act 2000 Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.

Safety and Duty of Care

The Council is committed to Occupational Health and Safety in all areas of Council's operations, and requires staff to comply with the requirements of the Section 20 of the OSH Act WA which requires that:

"An employee shall take reasonable care to ensure his or her own safety and health at work; and to avoid adversely affecting the safety or health of any other person through any act or omission at work."

We require our staff to ensure all volunteers, employees, and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise safety and health

Required Skills and Qualifications

Essential

- Demonstrated commitment to outstanding customer service.
- Sound organisational and time management skills with the ability to approach workload in a proactive fashion to ensure priorities and deadlines are met.
- Ability to work both independently and as part of a team.
- Proven communication and interpersonal skills, including the ability to resolve conflict and problem solve.
- Ability to provide proactive solutions by offering clear explanations of planning matters and the provisions of the act, and where necessary, seeking to understand the developer's objectives and identifying the middle ground.
- Experience in the application of the Planning and Development Act 2005, and related legislation
- A thorough understanding of the Planning and Assessment processes in Western Australia
- Ability to understand and interpret complex legislation and Court determinations.
- Strong computer literacy.
- Degree in Urban and Regional Planning, or equivalent qualifications.
- Demonstrated willingness to undertake further professional development in planning or related professional practice.
- Current Class 'C' driving licence.

Desirable

- Post Graduate Diploma, or Masters in Regional and Urban Planning or related discipline.
- Demonstrated experience with:

- Giving evidence in the State Administrative Tribunal or taking part in mediation
- Scheme Amendment Report preparation
- Demonstrated familiarity with Geographic Information Systems

Level of Authority and Organisational Relationships

Reports to:

Development Services Coordinator

Internal Liaisons:

- Chief Executive Officer
- Executive Manager – Infrastructure and Development Services
- Records Officer
- Executive Support Officer
- Development Services Coordinator

External Liaisons

WA Planning Commission, Department of Environment and Conservation, Department of Water, Main Roads WA, State Agencies, regional organisations, developers and landowners

Conditions of Employment: Permanent Full Time

Classification: Inside Staff EBA

Location: Shire Office

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

Last Position Description Review Date: / /

Next Review Due Date: / /