



## INFORMATION FOR APPLICANTS

### Senior Planner

Title	Senior Planner
Employment Status	Full Time
Department	Planning
Application Close	9am Thursday 18 <sup>th</sup> May 2023

## **WORK HEALTH & SAFETY**

The health and safety of its employees, contractors, volunteers and visitors is a priority for Sorell Council. The Council is committed to providing a safe and healthy work environment and to taking all reasonable steps to ensure that all employees and contractors of the Council are safe from injuries and risks to health whilst they are at work. The Council is also committed to ensuring that volunteers and visitors are safe from harm when in Council workplaces.

The Council makes available the appropriate resources to ensure that it complies with relevant work health and safety legislation and that the workplace is a safe and healthy one.

## **EMPLOYMENT & GENDER EQUITY**

Council provides contemporary conditions of employment and maintains a committed and a proactive approach to the following key areas:

### **Equity and Discrimination**

Sorell Council is committed to the principles of equity and equal employment opportunity, to the elimination of inappropriate and unlawful discrimination, all forms of harassment (including sexual harassment) and bullying in the workplace. The Council aims to create and sustain a work environment which supports mutual trust and respect and will take all reasonable steps to ensure that:

- All employees are able to enjoy a workplace that is free from inappropriate and unlawful discrimination, harassment and bullying;
- Principles of equity and equal employment opportunity are reflected in the Council's policies and procedures in respect of employees and employment; and
- There are effective procedures in place for the resolution of the genuine concerns and grievances of employees.

### **Family-friendly Policies**

Sorell Council has in place flexible working arrangements which will assist both male and female employees in meeting their family obligations.

### **Opportunities for Women**

Sorell Council is committed to gender equity and is an equal opportunity employer. Female candidates are encouraged to apply for vacancies with the Council and selection of the successful candidate in any recruitment is based on merit and suitability for the role without regard for gender.

In employment, the Council's policies and actions will reflect the notions of equal opportunity for both genders, including equal pay for the same work.

## **CONDITIONS OF EMPLOYMENT EMPLOYMENT AGREEMENT**

Employment in this position will be covered by an individual Employment Agreement. Except for any matters specifically covered in the Agreement, the provisions of Sorell Council Enterprise Agreement 2022 apply to the position.

### **PRE- EMPLOYMENT MEDICAL ASSESSMENT & NATIONAL POLICE CERTIFICATE:**

Employment with Council is subject to undertaking a pre-employment medical examination and a National Police Certificate.

An application form for 'Consent to Check and Release a National Police Certificate' can be obtained from the Tasmania Police website: [www.police.tas.gov.au/services-online/police-history-record-checks/how-to-complete-an-application/](http://www.police.tas.gov.au/services-online/police-history-record-checks/how-to-complete-an-application/) .

### **SALARY:**

The salary range for this position is \$91 798.64 - \$98 580.27 plus superannuation, the commencing salary to commensurate with the level of experience of the successful applicant.

### **LEAVE ENTITLEMENTS:**

#### **Annual Leave:**

For each full year of service, an employee accrues an entitlement of four (4) weeks annual leave for each year of service (pro rata for part time employees).

#### **Long Service Leave:**

An Employee will accrue long service leave based on 65 working days of leave for every 10 years of service in accordance with the Long Service Leave Act 1976.

#### **Personal / Carer's Leave:**

An employee is entitled to ten (10) days of Personal/Carer's leave for each year of service. An Employee's entitlement to paid personal / carer's leave accrues progressively during a year of service according to the Employee's ordinary hours of work and accumulates from year to year. Personal leave may be used when the employee is:

- Absent due to personal illness or injury; or
- Required to provide care to a member of the employee's immediate family or household who is ill or injured and requires such care.

#### **Annual Leave Loading:**

Annual leave loading will be paid on annual leave loading of 17.5% calculated on the Employee's Ordinary Rate. Annual leave loading will be paid on the same date each year as determined by the Council.

### **HOURS OF WORK:**

The spread of ordinary hours under the Enterprise Agreement is from 7:00am to 7:00pm Monday to Friday for indoor employees and 6:00am – 6:00pm for outdoor employees, Monday to Friday inclusive.

**SUPERANNUATION:**

Sorell Council will make employer superannuation contributions on the employee's behalf at a level of 10.5% during the six (6) month probationary period and, once employment is confirmed, 14.5% of the employee's ordinary time earnings (as per the Australian Taxation Office definition).

Employer contributions may be directed to any other complying superannuation fund of the employee's choice. If no choice is made by the employee the Council will direct the employer contributions to Spirit Superannuation, as the default fund for Council employees.

Employees may make voluntary personal superannuation contributions to their chosen fund, either by salary sacrifice out of pre-tax income, or out of post-tax income.

**REMOVAL AND RELOCATION EXPENSES:**

When a person residing interstate or beyond daily commuting distance from Hobart is appointed to a permanent position with the Council, the reimbursement of removal expenses relating to the appointee, partner and any dependent children (if applicable) may be paid subject to the conditions as outlined below.

Payment of relocation expenses will be negotiated on a case by case basis, taking into account the level of the position. This will be at the discretion of the General Manager.

Payment of relocation expenses will be on the condition that, should the employee tender their resignation from, or otherwise cease duty at, (with the exception of retrenchment, death or medical reasons) Council within 3 years of commencing employment, the employee is to refund to Council the relocation costs as follows:

Under 1 year of service	Total relocation costs
1 year to 2 years	Two thirds of relocation costs
2 years to 3 years	One third of relocation costs

The General Manager has the discretion to waive this requirement in exceptional circumstances.

**TRAINING AND DEVELOPMENT:**

It is the Council's desire that every employee be given the opportunity to develop. The Council's commitment to this aim is seen through:

- a) Provision of training for in-house and external training courses.
- b) Study assistance, for employees undertaking relevant qualifications.

**EMPLOYEE ASSISTANCE PROGRAM**

Independent counselling services are provided if needed by a Council sponsored "Employee Assistance Program", which is also available to immediate family. This confidential service is available 365 days a year.

**ADVICE TO APPLICANTS**

Thank you for giving consideration to applying for a position with Sorell Council. Please read the following information before applying.

## THE SELECTION PROCESS

Sorell Council positions are filled in accordance with suitability for the position, the relative merits of the candidates and relevant legislative requirements. Merit and suitability are assessed through a selection process that comprises the written application, the applicant's performance at interview, any assessment tools that are utilised and referee reports.

## YOUR APPLICATION

Job applications need to be clear and concise as this is the first step in demonstrating your relevant knowledge, skills, qualifications and experience. All applications will be considered based on the essential and desirable requirements of the positions (the selection criteria is sometimes referred to as required attributes). The selection panel reviews all written applications and short-listing for the interview is based upon statements addressing the selection criteria. Many applicants do not proceed past this first stage of assessment due to failing to provide sufficient information in their applications.

Your application should provide information that demonstrates the following:

- Your knowledge and skills against each of the selection criteria citing relevant examples.
- Your experience and qualifications and/or ability to develop the skills required.

## THE FORMAT FOR YOUR APPLICATION:

### Cover letter

It is recommended that you include a short covering letter that introduces yourself and details the reason that you are applying for the position.

### Current resume/curriculum vitae

A resume is a history of your employment and work experience and should cover the following areas:

- Your employment history in reverse chronological order, starting with your current employment.
- Details of the positions that you have held, including employment dates, capacity in which you were employed (e.g.; full-time, part-time, casual), where you were employed and brief outline of the main duties and responsibilities.
- Your educational qualifications. This should include the title of your qualification, the year awarded and the title of the institution attended. Copies of your academic qualification should also be attached.
- Information regarding training courses or developmental programs that you have attended should also be included.

### Selection Criteria

A statement addressing the selection criteria must be included with your application. **Please note, applications that do not address the selection criteria will not be considered for interview.**

The selection criteria represent the minimum level of knowledge and skills that individuals will need in order to satisfactorily perform the duties of the position. You must address each criterion in your application citing relevant examples on how you believe you meet or have the potential to meet the requirements. The criteria should also be addressed in terms of the major duties of the position for which you are applying.

Applications are rated against the selection criteria in order to short-list candidates for interview and then to select the most suitable and meritorious applicant from the field of candidates interviewed.

In addressing the selection criteria you should consider the following guidelines:

- Read the selection criteria carefully and identify the major factors in each selection criterion.
- Determine how you meet each criterion.
- When making a statement on how you meet the criteria, cite relevant examples that detail how you were involved in a process, or how you applied a relevant skill or ability. In providing evidence or support your achievements, explain how you were successful.
- Check that you have addressed the major factors.
- It is not sufficient to simply state that you meet the criteria without explaining how.
- The suggested length of response should be approximately half-one page per criteria.
- As a general rule, the more senior the role, the more complex the selection criteria and the more detailed your response should be.

## **SELECTION CRITERIA**

### **Essential:**

- Relevant experience in Land Use Planning, having knowledge or the ability to quickly acquire knowledge of planning roles in the Local Government context.
- Strong knowledge of planning principles, practice and relevant planning legislation and statutory planning processes, together with the ability to analyse and accurately interpret complex planning related issues.
- Tertiary qualifications in Land Use Planning or a relevant discipline.
- Highly developed skills in managing time, setting priorities and planning and organising work to ensure position objectives are achieved in the most efficient manner possible with available resources within a set timeline despite conflicting pressures.
- Experience in preparing and assessing Planning Scheme Amendments and Statutory Planning applications.
- Well-developed communication skills in negotiation, mediation and consultation.
- High level interpersonal and communication skills with the ability to liaise effectively with a broad range of people including Councillors, consultants, government agencies including Planning Tribunal and Commission staff on specialist and complex planning matters.
- Current unrestricted motor vehicle driver's licence.

### **Desirable:**

- Corporate membership of Planning Institute of Australia or eligibility for membership. Alternatively, proven experience in the field of planning within Local Government together with eligibility to become Associate Grade or affiliation with the Planning Institute of Australia.
- Project management skills.
- Experience working in Local Government.
- Current safety screening and current National Police Check.

## **ADDITIONAL INFORMATION**

Full Time Employment (1.0)

80hrs per fortnight with accrued monthly RDO

Salary will be in the range of \$91 798.64 - \$98 580.27 plus 14.5% superannuation on completion of 6 months' probation.

**Direct enquiries to:** Shane Wells, Manager Planning on 6269 0053.

### **HOW TO APPLY:**

Please email Cover Letter, Resume and Selection Criteria to [recruitment@sorell.tas.gov.au](mailto:recruitment@sorell.tas.gov.au)

**Applications close: 9am Thursday 18<sup>th</sup> May 2023**

# Sorell Council



## Position Description

Position Title	Senior Planner
Work Section	Planning
Reports to	Manager Planning
Classification	Level 8
Employee Status	Full-Time
Location	CAC

### Primary Position Purpose

The **Senior Planner** is responsible for leading Council's statutory town planning functions, including the assessment, reporting and administration of applications, the provisions of advice to internal and external stakeholders and contributing to its strategic direction.

A primary focus of the role is

- To provide professional planning services to Council to assist in managing the sustainable use and development of the built form and environment in accordance with the present and future needs of the community.
- To provide planning advice to developers, communities and staff, including across multiple departments and work teams, including leading, if necessary, discussions and negotiations with stakeholders.
- To facilitate good standards of development by pro-actively assisting customers, developers and stakeholders.

## Skill Based Classification Descriptors

The position is classified as a Level 8, the following skill descriptors apply to this level.

<b>Authority &amp; Accountability</b>	Provides a specialist service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite).
<b>Judgment &amp; Problem Solving</b>	Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes. The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. Decision making requires analysis of data to reach decisions and/or determine progress.
<b>Specialist Skills &amp; Knowledge</b>	Positions require the application of extensive knowledge and a high level of skill in a specific area to resolve issues having elements of complexity.
<b>Management Skills</b>	Technical employees at this level may manage more complex projects involving people and other resources. Professional employees at this level may manage minor projects involving employees in lower levels and other resources.
<b>Interpersonal Skills</b>	Interpersonal skills in leading and motivating employees in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.
<b>Qualifications &amp; Experience</b>	Employees at this level supplement base level professional qualifications with additional skills training. Considerable practical experience or skills training is required to effectively control key elements of the job.



## Key Responsibilities

- Provide professional planning advice, which includes the assessment of development proposals and associated reports and presentations to Council, in accordance with the Resource Management and Planning System of Tasmania and in particular the Land Use Planning and Approvals Act 1993.
- Provide professional representation on behalf of Council to the Resource Management and Planning Appeals Tribunal and Tasmanian Planning Commission.
- Maintain strategic planning and an environmental management focus.
- Provide professional land-use planning advice to customers on matters relating to planning and development.
- Ensure that full consultation and referrals are carried out with relevant Council officers and external agencies in relation to development proposals.
- Monitor and maintain key policies and procedures
- Ensure that a high standard of customer service is maintained to both internal and external customers
- Monitor and oversight of preliminary assessment and correspondence prepared by other officers, as required
- Assist with investigating and undertaking strategic town planning issues and environmental management opportunities.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

## Position Dimensions

Key relationships and influences	
Who	Why
<b>Internal</b>	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
Development Assessment Group including Engineering, Environmental Health, Building and Plumbing.	These officers provide input into assessment of development applications including subdivision proposals and provide information for prospective developers and clients on matters relating to development and use of land.
NRM and Works Depot including Stormwater and Parks	Development assessment often requires a holistic investigation and input especially from specialists to consider the various requirements of the Sorell Interim Planning Scheme 2015.
Finance	Budget consideration and ongoing reviews in the operation of the planning section including variance reporting.
<b>External</b>	
People who live, work, or visit Sorell	<p>This position delivers services that directly benefit our customers via Council's various customer contact channels.</p> <p>This interaction includes agents and specialists working on behalf of customers.</p>
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
Government Agencies such as the Tasmanian Planning Commission, Environment Protection Authority, Tasmanian Heritage Council, Department of State Growth, Mineral Resources Tasmania,	<p>Development proposals require input from a variety of sources including the applicant and their agents.</p> <p>Infrastructure providers are required to be contacted both for strategic and statutory reasons to both protect their respective assets as well as for planning for improvements into the future.</p>

TasNetworks, Land Titles Office and TasWater	
Developers and their agents including Private Planning Consultants, Architects, Building Designers, Solicitors, Engineers, Land Surveyors, Environmental Consultants	
Other Councils	

Resources and Budgets			
Direct Reports	0	Financial Delegation & Reporting	
Indirect Reports	NIL	Statutory Appointments	Those relating to planning.
Total	0	Delegations	Under General Managers authority relating to matters under relevant legislation including Land Use Planning and Approvals Act 1993

## Position Capabilities

### Capabilities for the role

Mandatory capabilities are essential at commencement in a position.

MANDATORY		
KEY RESPONSIBILITIES	CAPABILITIES	PERFORMANCE MEASURE
Develop and proceed with planning scheme amendments and policies to achieve Council's planning policy objectives.	A sound knowledge of the Tasmanian Resource Management and Planning system including the suite of relevant legislation i.e. the Land Use Planning and Approvals Act 1993 (LUPAA).	Develop planning scheme amendment assessment reports for Council that informs and provides recommendations for Councillors, the community and the Tasmanian Planning Commission. Develop planning policy that delivers good sustainable outcomes.
Assess Statutory Planning applications.	A sound knowledge and understanding to assess applications under the relevant planning scheme, which is currently the Sorell Interim Planning Scheme 2015 (or equivalent).	Provide development assessment reports for Council that informs and provides recommendations for Councillors, the community and applicants that achieve good planning outcomes. Comply with legislative requirements under LUPAA and associated legislation such as LGBMPA and EMPCA.
Provide advice and assistance to applicants / owners, developers, designers, and members of the public regarding planning requirements and the process for submitting planning scheme amendments to Council. Provide assistance to members of the public making enquiries about proposals including amendments.	A sound knowledge of the Tasmanian Resource Management and Planning system including the relevant legislation. A thorough knowledge of the relevant Planning Scheme which is currently the Sorell Interim Planning Scheme 2015.	Pre-application discussion and meetings are a measure of the interactions between planning staff and developers. They result in a better prepared planning application to Council and are an important tool in informing those in the development industry of the planning requirements under the legislation and planning scheme.
Undertake strategic planning to facilitate the sustainable development of the municipality.	A knowledge of strategic planning to achieve outcomes including structure plans, SAP's.	Provide for either the development of strategic reports and or the project management to achieve such strategic documents.

Prepare and present evidence to the Tasmanian Planning Commission and Resource Management and Planning Appeals Tribunal as required.	A sound knowledge of planning in its broad sense as well as specific requirements under the relevant planning scheme and associated legislation.	<p>Inform Council's legal representative of the facts of the appeal, monitor progress and provide directions on all matters including any mediation and resultant consent agreements.</p> <p>Attend hearings where required to provide planning evidence to the Tribunal concerning the determination of a planning appeal.</p>
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FUNCTIONAL		
KEY RESPONSIBILITIES	CAPABILITIES	PERFORMANCE
Capable in providing professional land-use planning advice to customers on matters relating to planning and development.	Having not only the planning knowledge base but the ability to inform / communicate to others of those requirements.	Customer satisfaction in better understanding the planning process and requirements. A more complete development application submitted to Council and an applicant who is more informed as to the process and requirements can respond accordingly to any requests for further information or issues raised by representations.
Provide professional planning advice, reports and presentations to Council.	Communicate complex planning issues to Councillors as they undertake their function as the Planning Authority.	Possess communication skills to relay complex planning matters in a manner that can be understood and relied upon for the Planning Authority to make a considered decision.
Assist the Customer Service Unit and other Council staff with advice on statutory planning matters.	Possess good communication skills to be able to inform others that are not conversant in planning matters.	Good communications skills to translate complex planning issues to those not familiar with such matters.
Work closely and cooperatively with other staff members within the Engineering and Regulatory Section, seeking assistance and offering advice as appropriate.	Possess good communication skills that inform and listens when considering development issues.	Look to outcomes that achieve coordinated responses leading to a sustainable and practical outcome.

Attend Council meetings and in particular meetings of the Development Assessment Special Committee as required.	Possess the necessary planning knowledge relating to the assessment of applications, have the skills to prepare necessary reports and communicate such matters to Councillors as they perform their function as Council's Planning Authority.	Effective communication by written and aural means.  Effective listening to questions and be able to provide succinct informed responses.
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## Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

### Work Place Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;

- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable;
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework; and
- Complete Council's induction requirements.

### **Record Management**

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

## **Key Selection Criteria**

### **Essential:**

- Relevant experience in Land Use Planning, having knowledge or the ability to quickly acquire knowledge of planning roles in the Local Government context.
- Strong knowledge of planning principles, practice and relevant planning legislation and statutory planning processes, together with the ability to analyse and accurately interpret complex planning related issues.
- Tertiary qualifications in Land Use Planning or a relevant discipline.
- Highly developed skills in managing time, setting priorities and planning and organising work to ensure position objectives are achieved in the most efficient manner possible with available resources within a set timeline despite conflicting pressures.
- Experience in preparing and assessing Planning Scheme Amendments and Statutory Planning applications.
- Well-developed communication skills in negotiation, mediation and consultation.
- High level interpersonal and communication skills with the ability to liaise effectively with a broad range of people including Councillors, consultants, government agencies including Planning Tribunal and Commission staff on specialist and complex planning matters.
- Current unrestricted motor vehicle driver's licence.

### **Desirable:**

- Corporate membership of Planning Institute of Australia or eligibility for membership. Alternatively, proven experience in the field of planning within Local Government together with eligibility to become Associate Grade or affiliation with the Planning Institute of Australia.

- Project management skills.
- Experience working in Local Government.
- Current safety screening and current National Police Check.

Authorisation			
I hereby agree that this position description accurately reflects the work requirements.			
Manager name	Shane Wells		
Manager signature		Date	
Employee name			
Employee signature		Date	
General Manager Name	Robert Higgins		
General Manager Signature		Date	