



SORELL COUNCIL

POSITION DESCRIPTION

Position Title	Senior Planner
Workgroup	Planning
Reports to	Manager Planning
Classification	Level 9
Employee Status	Part-Time (0.8 FTE)
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 across multiple work groups,
- To lead discussions and negotiations with stakeholders.
- To pro-actively assist customers, developers and stakeholders to facilitate good standards of development.

Skill Based Classification Descriptors

The position is classified as a Level 9, the following skill descriptors apply to this level.

Authority & Accountability	Accountable for the effective management of major sections or projects within their area of expertise. Provides a professional advisory role to people within or outside the employer on major areas of policy or on key issues of significance to the organisation. Such advice may commit the employer and have significant impact upon external parties dealing with the employer. The position's influence would have an important role in the overall performance of the function.
Judgment & Problem Solving	Employees have a high level of independence and determine and/or oversee the framework for problem solving or set strategic plans. At this level, the position may represent management or the employer in the resolution of problems.
Specialist Skills & Knowledge	Positions require knowledge and skills for the direction and control of a key function of the employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.
Management Skills	Employees may direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team. Positions at this level may also be required to manage staff, resolve operational problems and participate in a discrete management team to resolve key problems.
Interpersonal Skills	Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to persuade, convince or negotiate with staff, clients, and members of the public, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Communication skills may be required to enable provision of key advice both within and outside the employer and to liaise with external bodies.
Qualifications & Experience	Employees will have a relevant degree or equivalent with extensive practical experience.

Key Responsibilities

- Provide professional planning advice, which includes assessment of development proposals and associated reports and presentations to the 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 the Council to the Resource Management and Planning Appeals Tribunal and Tasmanian Planning Commission.
- 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.
- Work collaboratively with the Compliance Team, providing guidance relating to planning enforcement.

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
Internal	
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. NRM and Works Depot including Stormwater and Land Improvements and Finance	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. Development assessment often requires a holistic investigation and input especially from specialists to consider the various requirements of the Sorell Interim Planning Scheme 2015. Budget consideration and ongoing reviews in the operation of the planning section including variance reporting.
External	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels. This interaction includes agents and specialists working on behalf of customers.
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, Tas Networks, Land Titles Office and Tas Water. Developers and their agents including Private Planning Consultants, Architects, Building Designers, Solicitors, Engineers, Land Surveyors, Environmental Consultants and other Councils	Development proposals require input from a variety of sources including the applicant and their agents. 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.

Resources and Budgets			
Direct Reports	0	Financial Delegation & Reporting	In accordance with Council policies and procedures
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	A sound knowledge of the Tasmanian Resource Management and Planning system including the relevant legislation. A thorough knowledge of the relevant Planning	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

submitting planning scheme amendments to Council. Provide assistance to members of the public making enquiries about proposals including amendments.	Scheme which is currently the Sorell Interim Planning Scheme 2015.	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, 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.	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. Attend hearings where required to provide planning evidence to the Tribunal concerning the determination of a planning appeal.

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 Health & Compliance and Infrastructure and Assets departments, 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 oral means. Effective listening to questions and be able to provide sufficient informed responses.

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.

Workplace 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 people.
- 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; and
- Ensure assessment and control of risk is managed in accordance with the Council's Risk Management Framework.
- 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

- Tertiary qualifications in land use planning or a relevant discipline.
- Land use planning experience, preferable within the Tasmanian system.
- Understanding of planning principles, practice, legislation, and processes.
- Problem solving skills with the ability to analyse, investigate and report on planning matters accurately and efficiently.
- Skills in managing time, setting priorities, organising work to ensure outputs meet legislative requirements, community expectations and acceptable planning outcomes.
- Interpersonal and communication skills to effectively liaise with and advise community, developers, applicants, and government agencies.
- Current unrestricted motor vehicle driver's licence.
- Membership of Planning Institute of Australia or eligibility for membership.

Authorisation

I hereby agree that this position description accurately reflects the work requirements.

Manager name			
Manager signature		Date	
Employee name			
Employee signature		Date	
GM Name			
GM Signature		Date	