

Scenic Rim Regional Council



POSITION DESCRIPTION

Position Title:	Senior/ Development Assessment Planner	Portfolio:	Customer and Regional Prosperity
Position Number:	213003	Business Unit:	Planning and Development
Position Reports to:	Team Leader Development Assessment	Team:	Development Assessment
Classification Level:	5/6	Status:	Full Time
Agreement:	Scenic Rim Regional Council Enterprise Bargaining Certified Agreement 2012-2014		
Award:	Queensland Local Government Industry (Stream A) Award – State 2017		
Position Objective:	As the Development Assessment Planner, you will assess development applications against the relevant legislation and policies.		

Our Values

Communication We actively promote clear, concise and open discussion between staff, Council and communities	Respect We act respectfully to each other, accepting each person's individuality and their role.
Teamwork We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.	Honesty We act with integrity and when we ask an honest question, we get an honest answer.
Accountability We accept ownership of our role and responsibility for our actions.	Trust We build strong relationships that we believe in and rely on.
Staff worth Our actions demonstrate that our people matter.	Quality We have pride in whatever we do, and strive to do it well

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Key Responsibilities

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated with Council Operational and Corporate Plans. Without limiting the above, the key responsibilities of the position holder shall include:

Process and assess development applications under the Planning Act 2009 (or equivalent) and Regulations, including referral to State Government and other Council Departments, with a Development Planner at **Level 6** required to assess applications of a more complex nature (Complexity Type 4 Applications).

Provision of professional advice as follows:

- Verbal advice to applicants regarding development proposals including the provisions of the Town Planning Schemes and Council policy and practices.
- Written advice on proposed development applications in accordance with Council's Planning Schemes.
- Written correspondence in relation to development assessment matters. Technical advice to internal and external customers in relation to Planning Scheme requests.
- All other matters relating to the enforcement of the Town Planning Schemes, Planning Policies, Local Laws and Local Law Policies administered by the Planning Department.

Attend and facilitate meetings as required.

Preparation of full planning certificates and undertaking compliance inspections (with supervision for **Level 5** and without supervision for **Level 6**).

Provide information to Council solicitors for court appeals.

Attendance and input at interdepartmental assessment meetings.

Respond to telephone and counter enquiries pertaining to planning matters.

Undertake any other duties within the level of responsibility and scope of the position as directed from time to time.

Attendance and input at interdepartmental assessment meetings.

Ensure complete and accurate records are captured, created and maintained within the appropriate recordkeeping system in accordance with Council policies and procedures. In accordance with the *Work Health and Safety Act 2011*, you must take reasonable care for your own and others health and safety, as it relates to the position's safety responsibilities and obligations to all parties.

Skills, Knowledge and Experience

Formal Qualifications/Technical skills

- Tertiary qualifications in Urban and Regional Planning (or equivalent) recognised by the Planning Institute of Australia and Membership of Planning Institute of Australia or be eligible for membership after a qualifying period
- Current Queensland C Class driver's licence
- Developed verbal and written communication skills including the ability to write reports, business letters and related correspondence
- Ability to liaise with people at all levels in an informative, constructive and positive manner
- Developed ability to formulate and evaluate solutions to planning issues
- Developed ability to prioritise and work in a timely manner to achieve positive outcomes
- Ability to provide constructive feedback and critical evaluation of successes and failures
- Demonstrated ability to work independently and as part of a team

Knowledge

- High level demonstrated knowledge of the *Sustainable Planning Act 2009* and regulations, Council's plans, local laws, procedures, structure and policies
- Sound level knowledge of related legislation e.g. Contaminated Land, Heritage Legislation
- Knowledge and understanding of other Council and State Departmental programs and activities and their effect on Town Planning issues in the Council area
- Working knowledge of local government functions and structure

Experience

- A Development Planner at Level 5 must have tertiary qualifications and more than 2 years post graduate experience, preferably within a Local Government setting
- A Development Planner at Level 6 must have tertiary qualifications and more than 6 years post graduate experience, preferably within a Local Government setting
- Experience with relevant software packages including Microsoft Office Suite and programs relevant to the field of town planning

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Organisational Competencies

CUSTOMER FOCUS	Understands and demonstrates a commitment to quality service outcomes by tailoring and meeting the needs of a diverse range of customers.
COMMUNICATION	Communicates effectively through verbal and non-verbal correspondence, adapting to audience needs and responses. Translates technical information into easily understandable information.
RESULTS	Organises routine functions, activities or duties. Provide advice and guidance to others on how to deliver outcomes with competing timelines ensuring that quality is not compromised.
NETWORKING AND CONSULTATION	High level experience in liaising with representative of all levels of government, organisations and members of the public to establish and maintain harmonious working relationships. Actively provides and seeks information, broadens network relationships and keeps stakeholders up-to-date with relevant information.

Organisational Relationships

- This position is responsible for nil direct reports .
- Service provider to Customer and Regional Prosperity portfolio and external stakeholders.

How will a candidate be assessed for this position?

- Please provide a current Curriculum Vitae or Resume (maximum of 5 pages). Your CV should include the names of at least three current/ recent referees. One Referee should be a Manager you have worked for during the past two years.
- Please provide a statement (maximum 2 pages) where you can demonstrate how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.