

POSITION DESCRIPTION

POSITION	Coordinator Statutory Planning
POSITION NUMBER	
CLASSIFICATION	Band 8
AGREEMENT	Ballarat City Council Enterprise Agreement No. 7 2016
DIVISION	Development and Growth
UNIT	Development Facilitation – Statutory Planning
MANAGER	Manager Statutory Planning
DATE UPDATED	Dec 2021

EMPLOYEE POSITION DECLARATION

I have read and understand the requirements and expectations of this Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

NAME OF INCUMBENT:

SIGNED:

DATED:

1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo, and is the Western Victorian capital for a region of 400,000 people.

From a Health and Safety perspective the City of Ballarat requires the following:

All Employees and Volunteers

- Follow City of Ballarat policies and procedures.
- Report hazards and other unsafe practices.
- Report injuries as soon as possible to your Manager/Supervisor.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

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Team Leaders (including Supervisors and Coordinators)

- Demonstrate safety leadership.
- Apply operational safety guidance and direction.
- Communicate a clear set of goals to your team.
- Measure performance regularly against a clear set of goals.
- Act and apply a balance of consequences as required.
- Escalate up relevant issues of importance in a timely fashion.

The position forms part of the Development Facilitation Unit located within the Development and Growth division. The position of Coordinator Statutory Planning reports directly to the Manager Statutory Planning.

Development Facilitation values are based around the organisation's values of Leadership, Loyalty, Excellence and Outcomes:



LEADERSHIP

- Always seeking best practice through our daily conduct.
- Treating everyone with equal respect.
- Listening to others.



OUTCOMES

- Striving for the best at all times.
- Giving the correct advice in a timely manner.
- Persevering even when the matter is challenging.



LOYALTY

- Being trustworthy and dependable in all undertakings.
- Supporting our colleagues and working together for the best results.
- Being reliable and respecting confidentiality.



EXCELLENCE

- Delivering the best possible service to all our stakeholders.
- Checking and improving on our performance.
- Always providing professional and courteous service.

2. POSITION OBJECTIVES

The Coordinator Statutory Planning will assist in the development and delivery of the strategic direction of the Statutory Planning Unit, including addressing the current and future needs of both the organisation and the community.

Responsible for the coordination of a Statutory Planning team within the Unit, this position has a strong customer service ethos and will ensure the Unit's performance meets or exceeds customer expectations.

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This position will work closely with the Manager, Statutory Planning and other Coordinators to ensure a holistic statutory planning outcome for the municipality with the highest standard of service delivery.

3. KEY RESPONSIBILITY AREAS

Coordination

- Assist the Manager Statutory Planning in the management of planning permit applications.
- Ensure staff are kept abreast of state planning policy and legislative changes as well as all relevant Council policies.
- Contribute to the implementation of quality processes and process improvements for all planning and related office functions and to keep such processes under regular review, in consultation with all staff (including delegation arrangements, delivery of customer service, standard reports, planning conditions and letters).
- Coordinate training and development for all staff.
- Actively work to build and enhance relationships with internal and external customers and foster a corporate approach with staff;
- Assist in overseeing the delegation functions of the Statutory Planning team & ensure adopted planning processes & Council policies are followed.

Leadership

- Provide day to day advice, guidance and direction to staff, as well as provide formal feedback on performance and assist with individual reviews.
- Maintain a pro-active interest in professional development activities and encourage the team to participate in development opportunities.
- Sign off standard planning applications in accordance with delegated authority.

Planning

- Process planning applications and undertake other planning assignments with a minimum of delay and with full professional judgement and competence.
- Prepare reports on planning matters recommending appropriate action to be taken by Council.
- Represent Council as an advocate at the Victorian Civil and Administrative Tribunal and Planning Panels from time to time, as required.
- Recommend creative solutions and resolve complex issues by negotiation and mediation, where practical.
- Prepare clear and accurate reports to Council delegates and Council on planning applications/matters.
- Provide input, where necessary, to strategic documents, including planning scheme amendments, urban design frameworks, structure plans and design manuals.
- Analyse existing internal processes, identify strengths and weaknesses and make recommendations on process improvements.
- Where necessary assist the Compliance Team with the investigation, reporting and initiation of action with regards to any breaches of the Ballarat Planning Scheme, Act(s) and permits issued or managed by Council.

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All Employees and Volunteers

- Report hazards and incidents as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in weekly team meetings.

4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Statutory Planning
Supervision:	Statutory Planners
Internal Liaisons:	Development and Growth Staff Other Council Staff
External Liaisons:	Developers Licensed Surveyors Landowners Professional consultants Service authorities Industry groups Growth area Councils Government authorities General public Other municipalities

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Initiate and conduct negotiations, liaison and consultation on Council's behalf in the pursuit of specific objectives for statutory planning.
- Direct, guide and review a team of Statutory Planning officers.
- Work under minimal supervision, with duties assigned by either verbal and/or written instructions, occasionally including details of the methods and procedures to be followed.
- Decisions and actions may have a significant effect on individual customers/ stakeholders and may be subject to review management.
- Identify potentially complex problems and circumstances, identify key issues and possible solutions and make consistent decisions based on clear and logical analysis.
- Proactively plan for the land use and development needs of the municipality
- Be responsible for ensuring land use and development objectives are met in accordance with set timeframes and budget limitations.
- Review and implement procedures and guidelines in accordance with relevant legislation.

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- Application of professional judgement to determine applicable solutions.
- Application of professional, technical, financial and policy decisions that can have long term impacts.

6. JUDGEMENT AND DECISION MAKING

Judgement and decision-making skills required for the role include:

- Provide support to the Manager Statutory Planning to achieve organisational goals.
- Ability to identify and analyse problems and opportunities related to statutory planning to select the preferred course of action.
- Demonstrate sound judgment and decision-making to achieve appropriate planning outcomes.
- High level of leadership, communication and management skills with the ability to influence corporate policies and strategies and to manage, mentor and motivate staff.
- The ability to make decisions and undertake actions, which may have a substantial effect on individual customers.
- Problem solve, in accordance with Council and Unit guidelines and procedures and the application of professional technical knowledge.
- Provide advice and guidance to all levels of the organisation, external professionals, other agencies and authorities as well as the community on all matters within the scope of the role.
- The nature of statutory planning work is usually specialised, with methods, procedures and processes developed from theory or precedent. This role may involve improving and/or developing methods and techniques based on previous experiences.

7. SPECIALIST SKILLS AND KNOWLEDGE

- Detailed understanding and experience in dealing with the underlying principles of town planning, the planning system and legislation.
- Thorough understanding of heritage, urban conservation, urban design and environmental planning principles.
- Possess a high-level understanding of statutory requirements and procedures and the knowledge and skills necessary to interpret and apply legislation and legislative processes, as applied in the context of Local Government service provision.
- Highly skilled in the use of personal computer and specialised software applications, as relevant to the organisation's operations.
- Highly developed people management skills
- A thorough understanding of Statutory Planning systems and databases.
- Understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.

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- An advanced understanding of the planning processes that operate in Victoria including the wider legal, socio-economic, environmental and political context.
- Have an ability to apply practical and flexible options where appropriate within an ever-changing environment.
- Manage competing objectives and a demanding workload.

8. MANAGEMENT SKILLS

- Work as a highly effective team member and to motivate, mentor and lead staff.
- Well-developed skills in managing time, setting priorities, planning and organising own work and that of others so as to achieve specific and set objectives in the most efficient way possible.
- Ability to delegate work without compromising quality and efficiency and provide leadership and guidance and to foster teamwork.
- Use participative management practices, which are supportive and encourage input and lateral thinking.
- Present clear and concise verbal and written reports to Council and the Executive Team.
- Ability to plan, organise, prioritise and best manage time.

9. INTERPERSONAL SKILLS

- Excellent written and verbal communication skills, including a proven ability to write objective reports with practical recommendations.
- Well-developed interpersonal and problem-solving skills.
- High-level written skills to assist with the development of clear and accurate Council reports and correspondence and conduct presentations for senior management.
- Ability to network with professional peers within the local government sector and key stakeholders within the urban planning industry so as to remain abreast of industry best practice.
- Advanced presentation skills.
- Good ability to persuade, convince or negotiate with individuals, members of the public, other employees and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Proven ability to effectively lead, motivate, manage and develop a team

10. QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualifications or experience in statutory planning or a related discipline and relevant professional experience
- Advanced management, systems improvement and IT skills
- Superior knowledge of Local Government Statutory Planning practices.

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11. SELECTION CRITERIA

- Relevant tertiary qualifications in town planning or a related discipline and relevant professional experience.
- Extensive knowledge and experience in a supervisory or leadership role with the capacity to engage, coach, mentor and gain the co-operation of others.
- Commitment to excellence in customer service and to managing stakeholder relations.
- Excellent verbal and written communication skills, including the ability to prepare clear, concise reports and recommendations. Accomplished presentation skills with the capacity to communicate effectively with a range of audiences.
- An advanced understanding of the legal and practical planning processes that operate in Victoria, including the wider legal, socio-economic, environmental and political context.
- Sound understanding of the principles around continuous improvement.
- Demonstrated ability to negotiate and mediate acceptable solutions to complex planning problems, often in the face of broad opposition.
- Relevant experience in preparing and reviewing submissions and successfully negotiating on behalf of Council at the Victorian Civil and Administrative Tribunal (VCAT).