

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Principal Statutory Planner	
CLASSIFICATION	LOCATION
Band 7	The Phoenix Building
DEPARTMENT	DIVISION
Development Facilitation	Development and Growth
Ballarat City Council Enterprise Agreement No. 8 2019	

Position Objectives

As a senior member of Council's Statutory Planning Unit, the Principal Statutory Planner is required to provide specialist advice, project manage, and make recommendations associated with more complex proposals and applications, in accordance with the relevant planning provisions. In addition, the Principal Statutory Planner will lead and support the development of Council's Statutory Planning Officers, initiate, manage and deliver process improvement projects and initiatives and operate as an effective and innovative member of the Statutory Planning team. This position requires ongoing interaction with the community and professionals within the development industry, as well as continued relationship building with internal departments, external authorities and other agency stakeholders.

Key Responsibility Areas

Leadership

- Provide day to day advice, guidance and direction to staff, as well as provide formal feedback on performance and assist with individual reviews.
- Coordinate and lead with the Statutory Planning Coordinator, delegate planning applications
- 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.
- In conjunction with the Statutory Planning Coordinator:
- 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 and Council policies are followed.

Planning

- Process major and complex 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.

POSITION DESCRIPTION

- Analyse existing internal processes, identify strengths and weaknesses and make recommendations on process improvements within the Department to solve complex planning problems.
- Where necessary, assist the Compliance Team with the investigation, reporting and initiating of action on any breaches of the Planning Scheme(s), Act(s) and permits issued or managed by Council.

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 monthly team meetings.

REPORTS TO:	DIRECT REPORTS:
Coordinator Statutory Planning	Statutory Planning Officers
ORGANISATIONAL RELATIONSHIPS	
Internal: Development and Growth Staff All other Council Staff	External: Developers Licensed Surveyors Landowners Consultants Service Authorities Industry Groups Government Authorities General Public Other Municipalities

ORGANISATIONAL RELATIONSHIPS

Accountability and extent of authority

The position's accountability and extent of authority will be as follows:-

- Initiate and conduct negotiations, liaison and consultation on Council's behalf in the pursuit of specific objectives for statutory planning.
- Direct, guide and review other Statutory Planning staff in consultation with the Statutory Planning Coordinator.
- 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
- 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.
- Application of professional judgement to determine applicable solutions
- Application of professional, technical, financial and policy decisions that can have long term impact
- Formal recommendations are made pertaining to decisions

Judgement and decision making

POSITION DESCRIPTION

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

- Provide support to the Statutory Planning Coordinator to achieve organisational goals.
- Ability to identify and analyse problems and opportunities related to statutory planning and skills in selection of the preferred course of action.
- Demonstrate sound judgment and decision-making skills to achieve appropriate planning outcomes.
- The ability to make decisions and undertake actions, which may have a substantial effect on individual clients.
- Problem solve, in accordance with Council and Department guidelines and procedures, and the application of professional or technical knowledge.
- The nature of statutory planning work is usually specialised, with methods, procedures and processes developed from theory or precedent. The work may involve improving and /or developing methods and techniques based on previous experience.

Specialist skills and knowledge

The skills and knowledge required to perform the duties of the position include:-

- Demonstrated knowledge of principles and best practice of statutory planning.
- Competence and ability to work as a team member and provide advice, leadership, mentoring and support to other members of the planning department.
- Ability to prepare concise, well-structured reports and correspondence.
- Well-developed computer literacy, with an understanding of relevant software applications.
- Proven ability to exercise a high standard of professional judgement when assessing permit applications and other matters against the Victorian Planning Provisions.
- Ability to plan, manage time, set priorities and promote these skills in other staff.
- Commitment to delivering high quality customer service and operational efficiency.
- Ability to deliver high quality outcomes in alignment with Council's Corporate objectives.

Management skills

The required management skills include:-

- Demonstrated ability to effectively motivate staff in an enthusiastic and professional manner whilst providing day to day support for the team and fostering a culture of teamwork.
- Proven capability in setting priorities, planning and organising own work, to achieve set objectives in the most efficient way possible, within the resources available and within the set timeframe.
- Understanding of Human Resource Management Principles and demonstrated emotional intelligence.
- Ability to be creative, innovative but sensitive to the needs of staff to obtain support for achieving work objectives.
- Knowledge of urban planning and development issues.

Interpersonal skills

Interpersonal skills include the ability to:-

- Have a strong understanding and commitment to the principles of excellent customer service.
- Possess high level of negotiation skills with the ability to gain co-operation and assistance from members of the public, other employees and other organisations.
- Developed aptitude to communicate clearly and logically in relation to statutory planning matters, particularly in a written report format.
- Ability to motivate, influence and gain respect from colleagues and customers.

POSITION DESCRIPTION

Qualifications and experience

The qualifications and experience required for the position include:-

- A recognised tertiary qualification in statutory planning or closely related discipline.
- Demonstrated experience in a similar role, working with and implementing planning schemes and regulations.
- Demonstrated understanding of planning enforcement.
- Current Drivers Licence

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote the corporate values.
- Qualifications and/or experience as outlined above.
- Proven experience in the leadership and development of staff by coaching, motivating and influencing.
- Ability to identify potential complex problems and circumstances, identify key issues and possible solutions and make consistent decisions based on clear and logical analysis.
- A proven ability to provide a high level of customer service in a timely and professional manner.
- Well-developed interpersonal skills, with the ability to liaise and communicate with all levels of management, Councillors, colleagues and the public.
- Demonstrated experience in identifying and implementing process improvements in alignment with corporate objectives.
- Demonstrated ability to negotiate and mediate acceptable solutions to complex planning related problems in the face of broad opposition.
- Relevant experience in preparing and delivering submissions and successfully advocating on behalf of Council at the Victorian Civil and Administrative Tribunal.