

# Leeton Shire Council

## POSITION DESCRIPTION



### Leeton Shire Council Staff Mission and Values:

- ✓ Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.
- ✓ We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:

**Trust   Respect   Integrity   Collaboration   Communication   Innovation**

- ✓ With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.

### POSITION DETAILS

Position Title	Town Planner
Department	Economic and Community Development
Location	Council Offices
Salary Grading	Grade 12 – 15 (depending on qualifications and experience)
Employment Status	Full-time or Part-time Permanent (after successful completion of the 3-month probation period)
Hours of Work	Full-time (70 hours per fortnight worked over 19 days per month with one (1) rostered day off per month). Part-time (hours as detailed in the Letter of Offer).
Supervisor	Manager Planning, Building & Health
Staff Reporting to Position	<ul style="list-style-type: none"><li>▪ Nil</li></ul>
Key Internal Relationships	<ul style="list-style-type: none"><li>▪ Director Economic and Community Development</li><li>▪ Manager Planning, Building &amp; Health</li><li>▪ Environmental Health &amp; Building Inspector x 2</li><li>▪ Business Support Officer</li></ul>
Key External Stakeholders	<ul style="list-style-type: none"><li>▪ Community</li><li>▪ General Public</li><li>▪ Government departments.</li></ul>

## **PRIMARY PURPOSE OF POSITION**

- ❖ Responsible for the assessment and determination of development applications, provision of strategic planning advice and meeting all required planning reporting.
- ❖ This position will also be responsible for administering Council's Heritage Advisory Services.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in the document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

## **POSITION ACCOUNTABILITIES AND RESPONSIBILITIES**

### **Finance:**

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used.

### **Strategy:**

- ❖ Contribute to the review and updating of internal business processes.

### **Customer/Stakeholder:**

- ❖ Attend to customer requests and enquiries.
- ❖ Provide specialist information and advice to customers.
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them.
- ❖ Participate in school and interest group tours and talks as appropriate.

### **Operations:**

- ❖ Assess and process development applications, where necessary reporting to Council.
- ❖ Provide expert verbal and written guidance to members of the public and other Council staff on development assessment and issues related to strategic land use planning.
- ❖ Assist in the development, implementation and monitoring of Council's Local Environmental Plan, Development Control Plans, Section 94 Plans and Council policies in accordance with the Environmental Planning and Assessment Act 1979 and Regulation 2000 and other relevant legislation.
- ❖ Maintain a detailed current knowledge of legislation, policies and standards relevant to the position.
- ❖ Liaise with other Government authorities and agencies as necessary.
- ❖ Assist in the development, implementation and monitoring of programs relating to strategic land use planning, heritage conservation and environmental planning.
- ❖ Prepare Section 149 planning certificates.
- ❖ Update and monitor database systems that are relevant to the position.
- ❖ Prepare written reports for Council on matters related to Development Applications, town planning and related activities.

## **WORK, HEALTH & SAFETY RESPONSIBILITIES**

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ Working safely so as not to put yourself or others at risk;
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented;
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development;
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities; and
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

## **SELECTION CRITERIA**

### **Essential:**

### **Qualifications/Licences/Experience:**

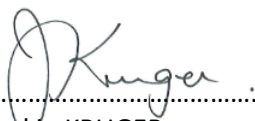
1. Degree qualifications in urban and regional planning or a closely related discipline with 2 – 4 years relevant work experience.
2. Demonstrated knowledge of land use planning related legislation in NSW.
3. Demonstrated experience with the:
  - a) Assessment and determination of local, designated and integrated development in NSW.
  - b) Assessment of regional development applications and report writing skills to satisfy the requirements of the Western Regional Planning Panel.
4. Must possess and maintain a Class C Drivers Licence. Failure to retain such licence may be grounds for dismissal.

### **Skills and Attributes:**

1. Demonstrated excellent interpersonal and customer service skills with the general public and fellow employees on both a written and oral basis.
2. Demonstrated ability to solve problems by evaluation and critical analysis of available options.
3. Demonstrated ability to make ongoing positive contributions to the continuous improvement of business processes.
4. Demonstrated advanced organisational skills and the ability to prioritise workloads and produce high quality work within statutory and corporate timeframes.
5. Demonstrated skills in conflict resolution.
6. Demonstrated proficiency with software relevant to the position, including MS Word, Authority, Intramaps, Trim or equivalent.

**Desirable:**

- ❖ Local Government experience.
- ❖ Demonstrated advanced knowledge of development assessment and town planning within a Local Government context.
- ❖ Understanding and experience in applying the Building Code of Australia



Jackie KRUGER  
General Manager

I ..... hereby accept the terms and conditions set out in this position description for Town Planner.

Dated this                      day of                      20.....

.....  
Signature