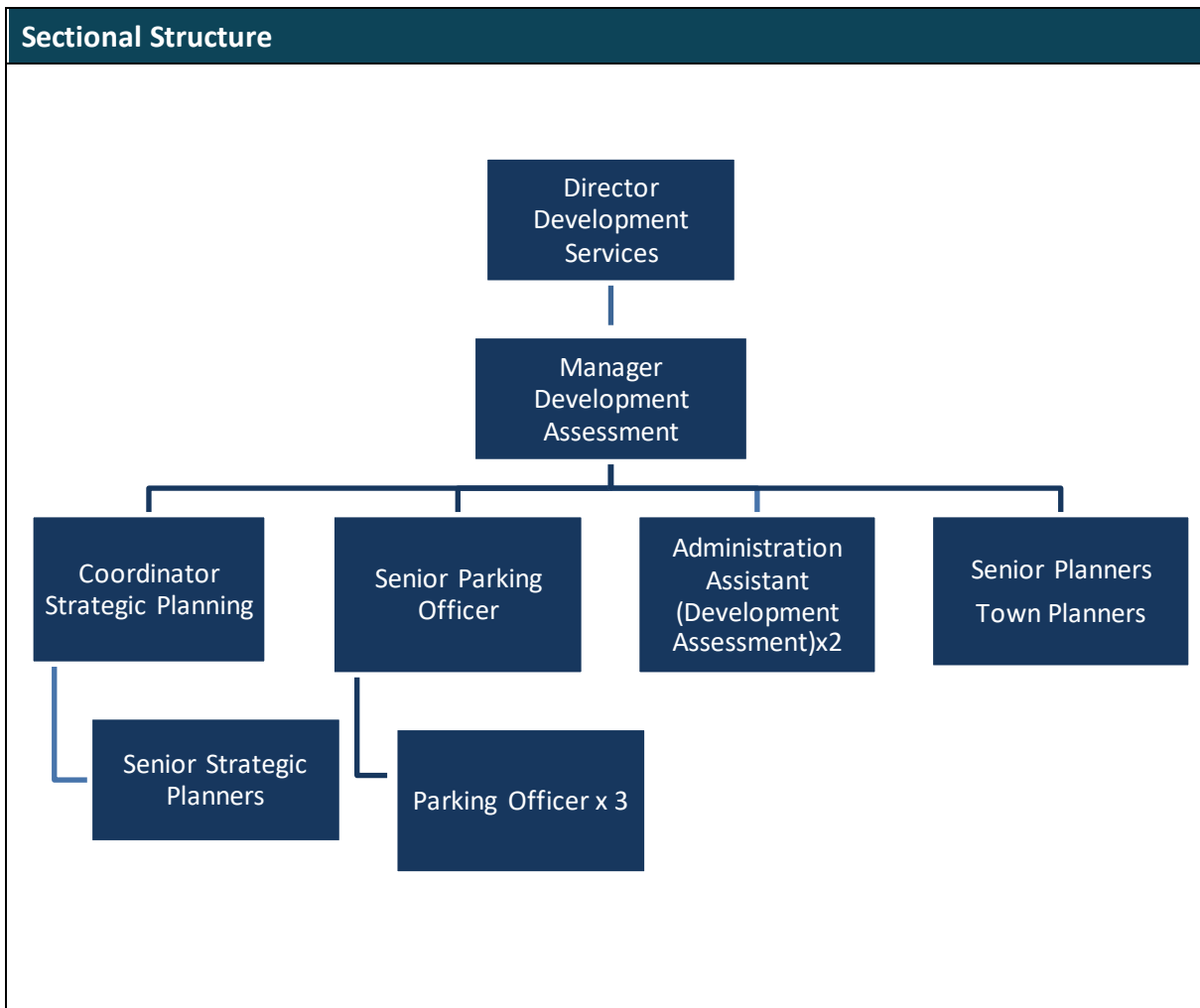


Position Title:	Town Planner
Position Number:	
Division:	Development Services
Section:	Development Assessment & Compliance
Grade:	10
Delegations:	As allocated in the Delegations Register

Primary Purpose of Position

- The assessment of development applications
- The provision of advice on development proposals and land use matters to Council and the community
- The inspection of developments to ensure compliance with approvals issued
- The investigation of and identification of breaches of relevant legislation, the initiation, remedial action and the implementation of legal action where necessary

Sectional Structure



Selection Criteria

Qualifications/Licences

- Relevant tertiary qualifications in Town Planning or related discipline
- Membership of Planning Institute Australia (or eligibility to obtain)
- Current Class C drivers licence

Skills and Experience

- Relevant experience in a similar role
- Working knowledge of the *Environmental Planning and Assessment Act*, the *Local Government Act* and related planning and environmental legislation
- Well-developed interpersonal skills with the ability to interact with staff, contractors, government agencies and the community relating to Development Assessment and Strategic Planning
- Good time management skills and the ability to effectively plan and organise oneself. Ability to work effectively with conflicting demands and ability to prioritise workloads in order to produce high quality work output to tight time constraints
- Ability to work independently and participate as an effective team member and good interpersonal and conflict resolution skills
- Demonstrated high level of oral and written communication skills, including the ability to write correspondence and concise accurate reports and convey complex technical issues to diverse groups of people
- Demonstrated ability to provide effective customer service
- Well-developed computer skills utilising a Geographic Information System and mapping programs with experience using Microsoft Word, Excel, databases and the internet as a research tool
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

The position is accountable for:

- Carry out the assessment of development applications within the determined framework, including meetings and communication with developers, Council working parties and other interested parties, in order that Council meets its statutory obligations and maintains Council targets and performance indicators.
- Support the various workgroups, including other divisions of Council that are established to provide input to the development application process.
- Support the customer service staff by participating in the customer service roster for provision of information for those who attend Council and/or telephone requesting advice
- Inspect completed developments to ensure compliance with approvals and take appropriate action in cases on non-compliance
- Inspect land to identify and investigate breaches of relevant legislation, to initiate remedial action and to implement legal action when necessary
- Represent Council at relevant professional networks and seminars
- Provide technical assistance and advice to Council staff, senior management, Council, developers and the community

- Communicate and liaise with key agencies and stakeholders, including State Government agencies, peak groups, special interest groups and industry associations.
- Attend Council and Committee meetings as required
- Title and register documents in accordance with Council’s business rules as per the Document Management and Correspondence Kit procedures and policy
- Review completed section 149 planning certificates for accuracy prior to issuing
- Assist colleagues with the review and preparation of strategic planning instruments, policies and documents
- Comply with Council’s Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Manage Self - Demonstrates "Achieves It" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning:</i></p> <ul style="list-style-type: none"> • Understands what needs to be done and steps up to do it • Pursues own and team goals with drive and commitment • Shows awareness of own strengths and weaknesses • Asks for feedback from colleagues and stakeholders • Makes the most of opportunities to learn and apply new skills
Relationships	<p>Customer Focus - Coaches "Shares It" <i>Commit to delivering customer focused services in line with strategic objectives.</i></p> <ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services

	<p>Influence and Negotiate - Demonstrates "Achieves it" <i>Persuade and gain commitment from others, and resolve issues and conflicts.</i></p> <ul style="list-style-type: none"> • Builds a network of work contacts across the organisation • Approaches negotiations in the spirit of cooperation • Puts forward a valid argument using facts, knowledge and experience • Asks questions to understand others' interests, needs and concerns • Works with others to generate options that address the main needs and concerns of all parties
Results	<p>Problem Solving - Demonstrates "Achieves It" <i>Think, analyse and consider the broader context to develop practical solutions.</i></p> <ul style="list-style-type: none"> • Gathers and investigates information from a variety of sources • Questions basic inconsistencies or gaps in information and raises to appropriate level • Asks questions to get to the heart of the issue and define the problem clearly • Analyses data and information to draw conclusions based on evidence • Works with others to assess options and identify appropriate solutions
	<p>Deliver Results - Demonstrates "Achieves It" <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i></p> <ul style="list-style-type: none"> • Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget
Technical	<p>Information and Technology - Demonstrates "Achieves It" <i>Use technology and information to maximise efficiency and effectiveness.</i></p> <ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council’s WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees’ key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties and responsibilities of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	

Human Resources Only: This position’s ordinary hours of work shall be based on a 35 hour week to determine the hourly rate of pay