

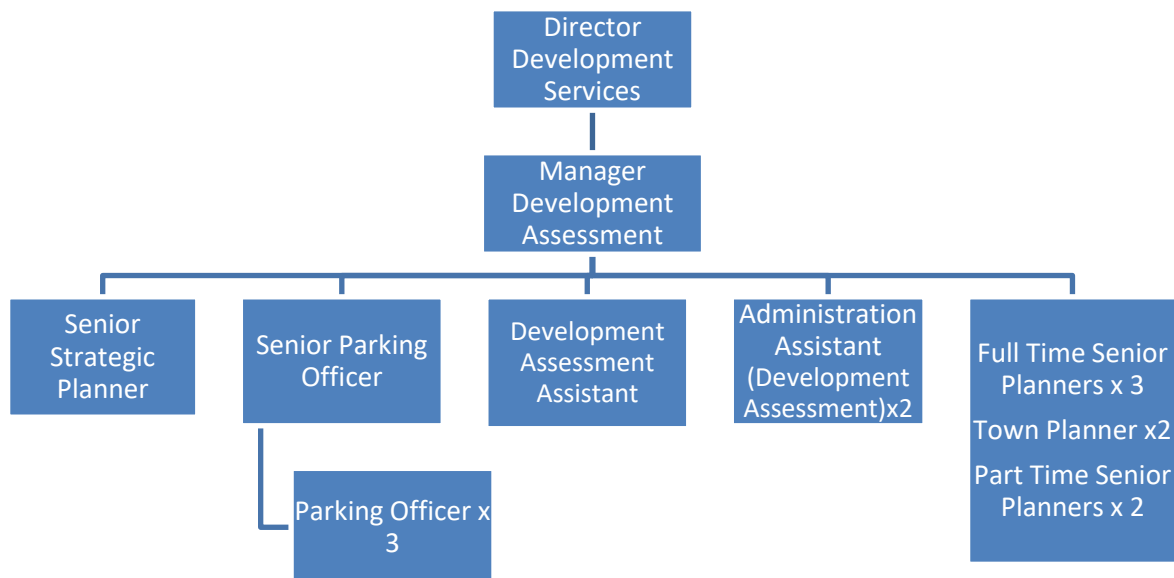
Position Title:	Senior Planner
Position Number:	5915, 6552, 6553, 6632, 7052
Division:	Development Services
Section:	Development Assessments
Grade:	11
Delegations:	Attached, and as allocated in the Delegations Register

Primary Purpose of Position

Assess development applications and provide advice on development proposals and land use matters to Council and the community as well as carrying out regular inspection of developments to ensure compliance with approvals issued and take relevant remedial action where necessary.

Develop strategic plans and policies as required under the direction of the Director Development Services

Sectional Structure



Selection Criteria

Qualifications/Licences

- Relevant recognised tertiary qualifications in town planning or related discipline.
- Eligible for Corporate membership of Planning Institute Australia.
- Current Class C drivers licence.

Skills and Experience

- Extensive experience in a similar role in Development Assessment and/or Strategic Planning functions.
- Detailed knowledge of the Environmental Planning and Assessment Act, the Local Government Act and related environmental legislation.
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Proven effective negotiation, conflict resolution, problem solving and influencing skills
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
- Well-developed computer literacy skills in the use of a variety of computer software packages
- Demonstrated ability to work and contribute as part of a team
- Knowledge of relevant legislation and the ability to interpret
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Performing all the regulatory functions and duties of a Local Government Town Planner as required and provided for by Council's delegations as sub-delegated by the General Manager.
- Carrying out efficient, accurate and timely processing and assessment of development applications to ensure compliance with relevant legislation and Council Policy whilst achieving good quality outcomes.
- Undertaking strategic planning and policy formulation as required under the direction of the Director Development Services, involving the preparation, implementation and timely review of strategic planning documents, structure plans, environmental studies, local environmental plans, development control plans and other policy documents
- Providing planning and development advice to Council, the general public, developers and other professionals as required.
- Participating as part of a team in setting the strategic planning direction of the City.
- Overseeing the development and implementation of specific plans of management for various community land under Council's control.
- Educating the community of changes to legislation and other matters relevant to the LEP, by participating in presentations/education sessions delivered to the community at a variety of venues.
- Attending Committee and Council meetings as required.
- Preparing State of the Environment Reports.
- Mentor the development of, and monitor, E-services programs as they relate to development applications and other programs.

- Inspect completed developments to ensure compliance with approvals and take appropriate action in cases of non-compliance.
- Inspect land to identify and investigate breaches of relevant legislation, to initiate remedial action and to implement legal action when necessary.
- 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.
- 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	Manage Self - Coaches "Shares It" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i> <ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
	Customer Focus - Coaches "Shares It" <i>Commit to delivering customer focused services in line with strategic objectives.</i> <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
Relationships	Influence and Negotiate - Coaches "Shares it" <i>Persuade and gain commitment from others, and resolve issues and conflicts.</i> <ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas

Results	Problem Solving - Coaches "Shares it" <i>Think, analyse and consider the broader context to develop practical solutions.</i> <ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
	Deliver Results - Demonstrates "Achieves It" <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i> <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	Information and Technology - Demonstrates "Achieves It" <i>Use technology and information to maximise efficiency and effectiveness.</i> <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