



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Coordinator Statutory Planning</b>		
<b>Classification:</b>	<b>Band 8</b>	<b>Status</b>	<b>Full time</b>
<b>Group:</b>	<b>Planning and Design</b>	<b>Business Unit:</b>	<b>Statutory Planning</b>
<b>Reports to:</b>	<b>Manager Statutory Planning</b>		
<b>Direct Reports:</b>	<b>Yes</b>	<b>Date:</b>	<b>May 2024</b>

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

- To lead the statutory planning team to ensure corporate and business unit objectives and targets are met.
- Provide expert statutory planning advice and support to Council, senior management, Council lawyers and customers.
- To contribute to the effective and efficient management of the use, development and protection of land in the Cardinia Shire.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Provide effective leadership, direction and advice on planning matters to members of the statutory planning team.
- To effectively liaise with, and coordinate workflows with other teams within the Planning and Design department as well as all other staff across the organisation.
- Develop and implement business and customer service improvements in conjunction with the Manager Planning and Design, including setting objectives, goals and performance indicators for the statutory planning team programs with particular focus on continual improvement of PPAR's



outcomes, minimizing potential risks from statutory planning process and decisions, and optimizing emerging technologies, including leading the team in Council's move to an Activity Based Working model and electronic processing of planning permit applications.

- Ensure the statutory planning team meet Council's requirements in relation to financial management, corporate reporting, business planning, human resource management and risk management in conjunction with the Manager Planning and Design.
- Provide and maintain statistical data in conjunction with the Manager Planning and Design.
- Allocate new and amended planning applications, extensions of time, secondary consent, plans to comply and general enquiries to team members.
- Monitor the workloads of all team members and ensure they produce quality outcomes in a timely manner.
- Review recommended decisions on planning applications and other relevant matters to ensure compliance with the relevant legislation and the Cardinia Planning Scheme to ensure high quality planning outcomes.
- Lead in the training, coaching and development of statutory planning team members.
- Ensure the team prepare timely, well-researched and accurate Council reports including the provision of sound recommendations.
- Remain aware of all relevant changes / amendments in statutory planning, and educate and update the team on these changes.
- Chair regular team meetings to provide the team with relevant updates, and provide the opportunity for discussion among the team.
- Provide sound information and advice on statutory planning matters to developers, community members, Council staff and Councillors.
- Ensure appropriate representation of Council at VCAT, including representing Council at VCAT hearings, providing sound advice and assistance to lawyers/ consultants representing Council, and training and mentoring other staff to represent Council at such hearings.
- Respond to more complex correspondence and customer complaints for the statutory planning team.
- Provide assistance to the Manager Planning and Design in a range of statutory planning matters.

## **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to and promote HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

## **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.

- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Responsible for leading, coaching and development of staff within the statutory planning team.
- Responsible for making decisions under delegation on planning permit applications and other statutory planning matters under guidelines set by Council and the Manager Planning and Design.
- Responsible for ensuring that all statutory planning matters are dealt with in a timely manner.
- Responsible for representing Council at meetings and tribunal hearings, or ensuring appropriate team members represent Council.
- Required to demonstrate personal and professional integrity at all times consistent with Cardinia's values.
- Authorised to, and expected to continually improve planning processes and levels of customer service.
- Authorised to set broad goals and policies for the statutory planning team.

### **JUDGMENT AND DECISION MAKING**

- Required to operate in a specialised environment with input from the Manager. The position requires considerable knowledge and understanding of statutory planning issues and emerging trends and how these should be effectively addressed.
- Required to assess planning permit applications in accordance with relevant legislation, the Cardinia Planning Scheme and guidelines set by the Manager Planning and Design.
- Required to demonstrate sound judgment in determining planning applications
- Required to develop and regularly review procedures and policies.
- Independent decisions can be made in regard to work priorities, problem solving, dealing with issues and action to be taken. Initiative and creativity is expected.
- Required to identify and understand issues, and identify and analyze a number of options to resolve the matter.
- Guidance and advice is not always available within the organisation

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Extensive knowledge of statutory planning and related development legislation and regulations.
- Extensive knowledge of statutory planning provisions and processes.
- Understanding of Council policies and strategies to achieve long term goals.
- Understanding of political context relating to statutory planning matters.
- Understanding of budgeting procedures.

### **INTERPERSONAL SKILLS**

- Ability to lead, negotiate and convince a wide range of audiences on statutory planning issues, including the negotiation and resolution of complex issues with developers and consultants.
- Ability to lead, motivate and develop the statutory planning team and other employees.

- Well-developed facilitation and mediation skills.
- Well developed communication skills and able to gain the trust and confidence of management, staff and professionals from a wide range of disciplines.
- Ability to lead and influence the design and delivery of innovative people practices that support a positive culture.

## **MANAGEMENT SKILLS**

- Ability to provide leadership and motivation within the statutory planning team.
- Ability to ensure that specific outcomes are achieved within set time frames against conflicting priorities.
- Ability to effectively manage change, and in particular Council's move to an Activity Based Working model and electronic processing of planning permit applications.
- Capacity to strengthen linkages with teams within Development and Compliance Services and other relevant business units.
- Ability to understand and solve complex issues.
- Ability to develop and improve staff knowledge, decision making and accountability through leading by example and mentoring.
- Ability to manage, improve and implement processes to achieve compliance within tight timeframes in a busy environment.
- Ability to provide expert advice and influence others in their decision making.
- Ability to lead the design and delivery of innovative management initiatives that contribute to Cardinia's objectives.
- Proven oral and written communication skills, conflict resolution skills and effective negotiation and assertion skills.
- Understanding of the function of the position within its organisational context, including relevant policies and procedures.
- Willingness to learn and take on new challenges.
- Understanding of political context relating to planning matters.
- Understanding of budgeting processes.

## **QUALIFICATIONS AND EXPERIENCE**

- A tertiary qualification in Town/Urban Planning or related discipline.
- Extensive experience and a history of achievements in the statutory planning field.
- Experience in coaching and mentoring staff.
- Experience and a history of achievements in change management and the development and implementation of business improvement initiatives.

## **KEY SELECTION CRITERIA**

- Ability to embrace the Cardinia values and keys to success.
- A tertiary qualification in Town/Urban Planning or related discipline.

- Extensive experience and a record of achievement in the statutory planning field.
- Substantial knowledge of statutory planning processes including planning related legislation.
- Strong communication, negotiation, representation and interpersonal skills.
- Strong leadership skills and the ability to co-ordinate a team of specialist staff in the achievement of targets, delivery of services and provision of advice.
- Strong skills and a history of achievement in change management and the development and implementation of business improvement initiatives.

## CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

**Tenure** This is a full time on going position

**Pre-employment checks** All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.