

POSITION DESCRIPTION

Position Title:	Statutory Planner		
Classification:	Band 5	Status	Full time ongoing
Group:	Planning and Design	Business Unit:	Statutory Planning
Reports to:	Coordinator Statutory Planning		
Direct Reports:	N/A	Date:	May 2024

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 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:

- Process planning permit applications, applications for amendments to permits, the approval of plans and the extension of planning permits.
- Prepare and present submissions to the Victorian Civil and Administrative Tribunal in relation to applications for the review of a decision.
- Provide information and advice in response to telephone and counter enquiries on planning matters.
- Prepare responses to written enquiries on planning matters.
- Provide assistance and support to management including briefings on issues, organising meetings, or other duties as appropriate.
- Play an active role in the implementation of actions to improve the performance of the Department in undertaking statutory planning activities.
- Provide assistance and advice to other Council service providers on planning matters.

- Assist with administrative activities associated with the operation of the department including the maintenance of records and files.

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.

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 ensuring that tasks are dealt with in a timely and efficient manner.
- Responsible for ensuring that all relevant legislation, policies, strategies and other matters are taken into consideration in making or recommending a decision or providing advice.
- Responsible for ensuring the accuracy and quality of work produced.

JUDGMENT AND DECISION MAKING

- The tasks are clearly defined, and there are established procedures and guidelines.
- The tasks often involve issues requiring the application of professional or technical knowledge, experience, policy or guidelines and precedent. Occasionally complex issues will relate to situations not previously encountered and may require some creativity and initiative.
- Guidance and advice is available within the time to make or recommendation a decision, or provide advice.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to research and analyse information, and prepare concise reports and recommendations.
- Knowledge and understanding of statutory planning processes including planning related legislation.
- Knowledge of corporate values, objective and strategies, and how the position and department contribute to achieving these.
- Knowledge and skills in the use of the Microsoft Office software package.

INTERPERSONAL SKILLS

- Ability to clearly and concisely communicate information and advice in both a written and verbal form.
- Ability to gain co-operation and assistance from others.
- Ability to discuss and resolve issues of conflict.
- Ability to work effectively as part of a team.

MANAGEMENT SKILLS

- Ability to effectively plan, organise and manage your own time and workload.
- Ability to achieve specific outcomes within set timeframes against conflicting priorities.
- Ability to embrace the Cardinia Values Framework and keys to success.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in planning or a related discipline (e.g. geography, environmental science).
- Experience in statutory planning would be highly regarded.
- A current driver's licence.

KEY SELECTION CRITERIA

- Ability to embrace the Cardinia values and keys to success.
- A tertiary qualification in planning or a related discipline.
- A sound knowledge and understanding of statutory planning processes, including planning related legislation.
- Ability to research and analyse information and prepare concise reports and recommendations.
- Well-developed interpersonal skills.
- Ability to effectively plan, organise and manage your own time and workload including achieving specific outcomes within set timeframes against conflicting priorities.
- A current driver's licence.
- Ability to embrace and act in accordance with the Cardinia Values and behaviours.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

Tenure This is a full-time ongoing 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 Working with Children Check.

OFFICIAL