

## POSITION DESCRIPTION

<b>Position Title:</b>	Planning Officer	<b>Directorate:</b>	Infrastructure & Works
<b>Position Number:</b>	100074, 100072	<b>Department:</b>	Development
<b>Employment Status:</b>	Full-Time	<b>Section:</b>	Planning Services
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Chambers
<b>Classification:</b>	Schedule A, Salary Point 13		
<b>Reports to:</b>	Senior Statutory Planner		

### PRIMARY PURPOSE:

The primary function of this role is to undertake statutory and strategic land use planning duties within Council's Planning Section.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Planning Officer** reports to the **Senior Statutory Planner** for all operational and management matters.
- The role is a key contributor to the Planning Services Team and will liaise with employees of Council.

#### 2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, property owners, occupiers and developers, Government and statutory authorities, other local government organisations, business sector and peak bodies, visitors and contractors to the City of Glenorchy.

### OUR VALUES:

#### We respect each other

We respect the skills, knowledge and diversity of our team mates  
 Everyone is heard and is valued  
 We care for the well-being and safety of each other  
 We check in on each other without being prompted  
 Listening and being listened to matters

#### We are trusted

I've got your back and you've got mine  
 We do what we say we will  
 We are empowered  
 Have honest and open conversations  
 We are trusting and trustworthy  
 We learn from our mistakes and share what we learn

#### Together we are better

Robust and thoughtful decision making together  
 Solving important problems together  
 We reach out to others and across teams for help  
 We collaborate more and handball less  
 Share our skills and knowledge

#### We deliver

We serve and stand up for our community  
 We knuckle down and focus on what matters  
 We are courageous and determined to find a way  
 We seek opportunities to continually improve outcomes and then we act on them

## OUR CULTURE

We foster and model a culture where:

- we **RESPECT** others and their viewpoints as being as important as our own
- we trust and are **TRUSTED** by each other
- we know that by working **TOGETHER** we achieve better outcomes
- we take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

### KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Professional Land Use Planning Services	<p>To provide professional land use planning services to further the sustainable development of the City in accordance with present and future community needs, including:</p> <ul style="list-style-type: none"> <li>• Assisting in the review and implementation of the current planning scheme in effect for the Glenorchy local government area</li> <li>• Providing a professional land use planning assessment service by: <ul style="list-style-type: none"> <li>○ Investigating strategic matters and assessing proposals for the use and development of land and in accordance with the objectives and statutory requirements of the Resource Management and Planning System (RMPS) of Tasmania</li> <li>○ Ensuring that full consultation is carried out with relevant internal and external stakeholders in relation to land use and development matters</li> <li>○ Researching and preparing accurate and comprehensive written reports on land use, development, and strategic matters</li> <li>○ Providing professional planning advice and presentations to Council's Glenorchy Planning Authority as required</li> </ul> </li> <li>• To act as an effective planning expert at hearings by: <ul style="list-style-type: none"> <li>○ Providing professional representation on behalf of Council to the Resource Management and Planning Appeal Tribunal and Tasmanian Planning Commission</li> </ul> </li> <li>• Carrying out research and preparing reports on matters relating to planning policy and strategic objectives</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Will be working within a team environment with professionals and others, requiring effective team skills, understanding of other team members' needs and commitment to achieving shared objectives</li> <li>• Actively participating in internal and external working groups in relation to planning and development matters as required</li> </ul>

	<ul style="list-style-type: none"> <li>Positively contribute to the team by: <ul style="list-style-type: none"> <li>Ensuring the effective completion of day-to-day tasks in accordance with the objectives of the directorate</li> </ul> </li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>Promote the positive image of Council as a whole</li> <li>Ensure that a high standard of customer service is maintained to both internal and external customers</li> <li>Engage, listen to and act where appropriate on feedback from our customers</li> <li>Implement, evaluate, and continuously improve quality systems and processes for the section</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Assist in the achievement of agreed outcomes consistent with department business plans and budgets</li> <li>Perform any other duties as directed</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>Support and adhere to Council's policies and procedures, code of conduct and relevant acts</li> <li>The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment</li> </ul>

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

#### **SPECIALIST DELEGATIONS:**

- Authority extends to duties and/or responsibilities as an Authorised Officer under all relevant legislation, and any delegation issued by Council or the General Manager
- Any other specialist delegation relating to this position is detailed as per Council's delegation and authorisation register

#### **KEY SELECTION CRITERIA:**

- A qualification in a planning-related field, such as Urban Planning, Environmental Planning or Regional Planning with sound understanding of the Tasmanian Resource Management and Planning System and statutory planning processes
- Experience and knowledge of land development processes and the role of planning in the local government context
- Demonstrated ability to work as part of a team and autonomously on planning related matters
- A commitment to quality customer service, including fostering a culture of customer service excellence
- Highly organised, with excellent communication, organisational and time management skills to be able to meet deadlines under conflicting pressures whilst being committed to meeting customer expectations
- Well-developed analytical, technical and presentation skills appropriate to planning related work.

**AUTHORISATION:**

I hereby agree that this position description accurately reflects the work requirements.

<b>Manager Name:</b>			
<b>Manager Signature:</b>		<b>Date:</b>	
<b>Director Name:</b>			
<b>Director Signature:</b>		<b>Date:</b>	

I have read and agree to abide by the requirements of this position description.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	