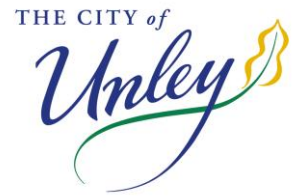


# POSITION DESCRIPTION

## CORPORATION OF THE CITY OF UNLEY



### 1. JOB IDENTIFICATION:

**Title of Position:** PLANNING OFFICER

**Business Unit:** DEVELOPMENT AND REGULATORY

**Reports to:** TEAM LEADER PLANNING

**Classification:** MOA LEVEL 5

### 2. POSITION OBJECTIVES:

- The Planning Officer will work closely with team members and other stakeholders to deliver excellent development assessment with a customer service focus for the development industry and community to achieve desired development within the City of Unley.

### 3. KEY RESPONSIBILITIES:

While working under general supervision from the Team Leader Planning and exercising a degree of autonomy and professional judgment the Planning Officer will:

- Undertake planning assessments of development applications in accordance with the legislative requirements of the *Planning, Development and Infrastructure Act 2016* with a focus on meeting performance outcomes set by the Act.
- Provide high-level customer support in line with the organisational customer service expectations and standards.
- Set priorities and manage workloads effectively.
- Provide excellent written and verbal communication that is timely and of a high standard to ensure clear messaging.
- Where required, attend Council Assessment Panel meetings to support the Assessment Manager in providing technical support to the members.
- Attend and represent Council in the ERD Court as an expert witness or Council representative.
- Demonstrate the City of Unley values and leadership attributes when working with others and the community.
- Comply with the City of Unley's Records Management Policy, procedures and practices for all records created and received.
- Undertake other duties associated with the position as required, such as:
  - undertaking planning compliance matters under the Planning, Development and Infrastructure Act 2016 as well as for unsightly premises under the Local Nuisance and Litter Control Act 2016.
  - supporting general administration functions for Development Services.



**Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.**

**Key WHS Responsibilities:**

- Actively support and contribute to the City of Unley's effective safety culture.
- Identify and report health and safety hazards, accidents, incidents, injuries and property damage within the workplace.
- Taking reasonable care to ensure their own safety and not placing others at risk, including appropriate use of equipment and PPE.
- Complying with the requirements of the City of Unley's WHS management system.
- Attending WHS training and following instructions and advice provided.

**EQUAL OPPORTUNITY EMPLOYMENT**

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

# OUR VALUES



## PURSUE EXCELLENCE

WE STRIVE FOR THE BEST  
IN ALL THAT WE DO

### Behaviours that SUPPORT this Value

- Creatively solve problems
- Take on challenging goals
- Understand how you contribute to our vision
- Grow, learn and continuously improve
- Deliver quality work and always aim for outstanding results



## ACHIEVE TOGETHER

WE WORK TOGETHER  
TO DELIVER RESULTS

### Behaviours that SUPPORT this Value

- Build on our strengths
- Collaborate across the organisation
- Celebrate our achievements
- Be responsive to others' priorities and needs
- Engage with each other to find effective solutions together



## DEMONSTRATE INTEGRITY

WE DO THE RIGHT THING  
AT ALL TIMES

### Behaviours that SUPPORT this Value

- Do what you say you will do
- Address behaviour that is inconsistent with our Values
- Act with transparency, honesty and respect
- Take responsibility for our actions
- Embrace diversity, encourage inclusion and promote belonging



## COMMUNITY FOCUSED

WE DELIVER FOR  
OUR COMMUNITY

### Behaviours that SUPPORT this Value

- Demonstrate a can-do attitude
- Effectively communicate and consult with all stakeholders
- Be open, positive and friendly
- Respond promptly and deliver on promises
- Show pride in each other, our organisation and community



## BE PROGRESSIVE

WE THINK OUTSIDE THE BOX  
TO INNOVATE AND IMPROVE

### Behaviours that SUPPORT this Value

- Bounce ideas off others
- Generate creative and innovative thinking
- Experiment with new approaches
- Challenge the status quo and embrace change
- Overcome challenges to achieve outcomes

#### **4. PERFORMANCE AND SKILL REQUIREMENTS:**

##### **a) Qualifications/Experience**

###### **Essential**

- Relevant qualifications and/or extensive experience relevant to the position.
- Experience working in a highly political/controversial environment and demonstrated experience in engaging with key stakeholders.
- Driver's License – 'C' – Class.

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**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

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##### **b) Knowledge**

###### **Essential**

- A sound understanding of the role of Local Government in planning service delivery.
- A working knowledge of the *Planning, Development and Infrastructure Act 2016*, *Local Government Act 1999* as well as other relevant legislation, policies and procedures.

##### **c) Skills**

###### **Essential**

- Proven ability to negotiate, motivate, develop and influence others towards common organisational outcomes, particularly when faced with resistance.
- High-level negotiation and advocacy skills.
- Highly developed interpersonal skills to foster positive working relationships and collaboration and the ability to consult, negotiate and communicate with all levels of staff, Elected Members, government agencies, suppliers and the community.
- Superior written and verbal communication skills and ability to review and edit reports for clarity, accuracy and context.
- Sound conflict resolution and negotiation skills and the ability to manage and diffuse situations with a high degree of emotion.
- Effective organisation and time management skills.
- Proficiency in the use of Microsoft Suite of Applications, 365 and internet technologies.

##### **d) Personal Attributes**

###### **Essential**

- A fit for the preferred culture aligning with the Human Synergistics constructive culture styles: Achievement; Self-Actualising; Humanistic; Encouraging and Affiliative.
- A high degree of personal integrity, reliability and expertise with the planning area.
- Highly accountable and accepting of responsibility.
- Highly adaptive and responsive to change.
- A high level of empathy and approachability with an openness to consider other points of view.
- An optimistic disposition, with a good ability to see "the whole picture", consider options and determine effective solutions that aim to achieve good outcomes for all.

- An ability to work with people from a wide range of diverse backgrounds and disciplines.
- Flexibility, adaptability and versatility of approach to handle changing customer service needs.
- Positive attitude towards assisting customers.
- Willingness and flexibility to work outside of normal business hours when required.
- A commitment to ongoing professional development and continuous learning

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By signing this position description the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent: .....

Date: .....

Manager: .....

Date: .....