

POSITION DESCRIPTION

Position Title:	Planning Officer	Directorate:	Infrastructure & Development
Position Number:	100072	Department:	Development
Employment Status:	Full time	Section:	Planning Services
Employment Type:	Permanent	Location:	Chamber
Classification:	Schedule A, Salary Point 13		
Reports to:	Senior Statutory Planner		

PRIMARY PURPOSE:

The primary function of this role is to undertake statutory 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, including:</p> <ul style="list-style-type: none">• Assisting in the review and implementation of the current planning scheme in effect for the Glenorchy local government area• Providing a professional land use planning assessment service by:<ul style="list-style-type: none">○ 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○ Ensuring that full consultation is carried out with relevant internal and external stakeholders in relation to land use and development matters○ Researching and preparing accurate and comprehensive written reports on land use and development○ Providing professional planning advice and presentations to Council's Glenorchy Planning Authority as required○ To represent Council at Tasmanian Civil & Administrative Tribunal hearings as required.• Researching and preparing reports on matters relating to planning policy and strategic objectives
Teamwork	<ul style="list-style-type: none">• 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• Actively participating in internal and external working groups in relation to planning and development matters as required• Positively contribute to the team by:• Ensuring the effective completion of day-to-day tasks in accordance with the objectives of the directorate
Customer Service	<ul style="list-style-type: none">• Promote the positive image of Council as a whole• Ensure that a high standard of customer service is maintained to both internal and external customers• Engage, listen to and act where appropriate on feedback from our customers• Implement, evaluate and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none">• Assist in the achievement of agreed outcomes consistent with department business plans and budgets; and• Perform any other duties as directed.

Organisational Responsibilities

- Support and adhere to Council’s policies and procedures, code of conduct and relevant acts; and
- 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.

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:

1. A qualification in a planning-related field, such as Environmental Design, Architecture or Geography with sound understanding of the Tasmanian Resource Management and Planning System and statutory planning processes.
2. Experience and knowledge of land development processes and the role of planning in the local government context.
3. Demonstrated ability to work as part of a team and autonomously on planning related matters.
4. A commitment to quality customer service, including fostering a culture of customer service excellence.
5. 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.
6. 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.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

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

Employee Name:			
Employee Signature:		Date:	