

POSITION DESCRIPTION

Position Title:	Senior Statutory Planner	Directorate:	Infrastructure & Development
Position Number:	100073	Department:	Development
Employment Status:	Full-Time	Section:	Planning
Employment Type:	Permanent	Location:	Chambers
Classification:	Schedule A, TBC		
Reports to:	Coordinator Planning Services		

PRIMARY PURPOSE:

The Senior Statutory Planner is responsible for coordinating Council’s statutory planning function, including the assessment and determination of planning applications.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Senior Statutory Planner** reports to the **Coordinator Planning Services** for all operational and management matters.
- The Planning Officers report directly to the Senior Statutory Planner.
- The role is a key contributor to the Development 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, 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
Statutory Planning	<p>Assisting the Coordinator Planning Services in the management of the Planning Program, by:</p> <ul style="list-style-type: none">• Monitoring Council's statutory and development control policy documents and recommending changes as appropriate;• Informing the Coordinator Planning Services and Manager Development, of significant and/or sensitive applications, issues, or negotiations;• Developing and promoting cross-department linkages within Council for the effective coordination of planning matters;• Providing accurate and timely information and specialist advice on land use planning matters;• Co-ordinating the efficient and effective processing of applications, including:<ul style="list-style-type: none">○ integrating development assessment processes;○ exercising delegated authority to determine applications;○ ensuring staff provide positive and professional assistance with public enquiries;○ monitoring and, if necessary, leading discussions and negotiations with applicants and others;○ ensuring all administrative functions are properly handled including advertising of applications; maintenance of registers; issue of notices of decisions; and maintenance of statistics and quarterly reporting.• Representing Council at appeals as required.
Planning Authority Meetings	<p>Co-ordinating Glenorchy Planning Authority meetings and act as principal advisor to the Authority on planning assessment matters, by:</p> <ul style="list-style-type: none">• Co-ordinating preparation of the agenda reports and minutes;• Attending meetings, presenting key issues and providing professional advice for decision making by the GPA;
Staff Management Responsibilities	<ul style="list-style-type: none">• Providing guidance and mentoring of planning officers where necessary.• To recruit, manage, develop, and recognise staff and meet the requirements of the GCC performance management system.
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

	<ul style="list-style-type: none"> 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 Perform any other duties as directed
Organisational Responsibilities	<ul style="list-style-type: none"> Support and adhere to Council's policies and procedures, code of conduct and relevant acts 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:

- As per delegation registers

KEY SELECTION CRITERIA:

- Degree in Town Planning or a related field, together with eligibility for corporate membership of the Planning Institute of Australia and demonstrated experience in Statutory Planning preferably in a local government context.
- A commitment to quality customer service, including fostering a culture of customer service excellence.
- Ability to provide leadership and effectively manage staff.
- Excellent communication skills, including the ability to prepare professional reports and make authoritative verbal presentations.
- Excellent negotiation skills and the ability to resolve conflict with tact and diplomacy.
- Experience in the description, analysis, and completion of problem-solving tasks in a field related to Planning.

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:	