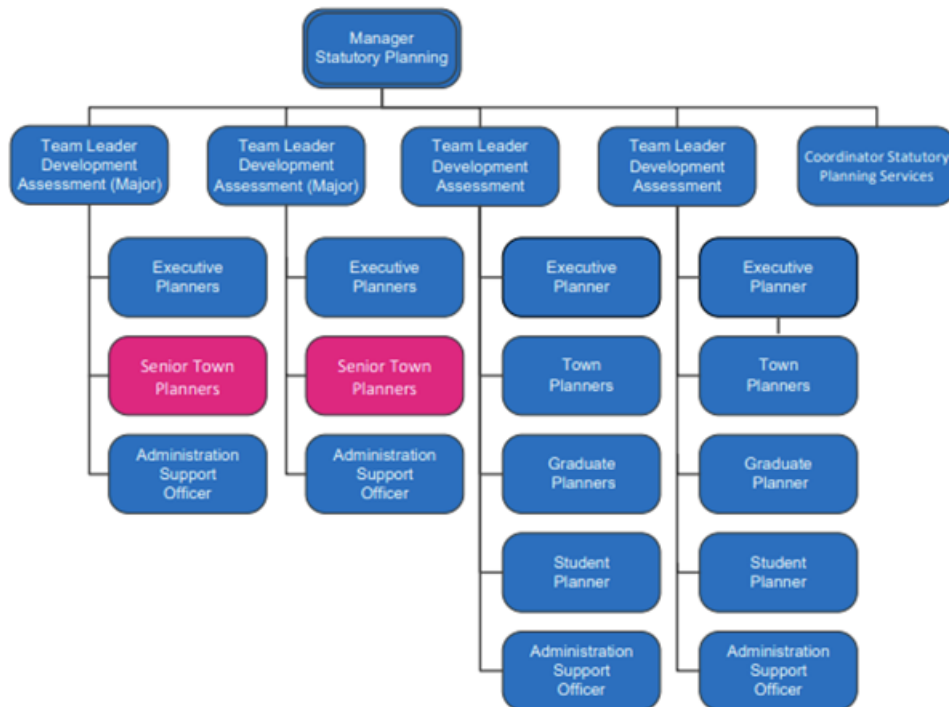


POSITION DESCRIPTION

Position Title	Senior Town Planner
Position Number	41171
Division	Planning & Environmental Services
Branch	Statutory Planning
Special Requirements	Drivers licence
Grade	17
Physical and Environmental Demands	Ability to carry out site inspections
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Liveable Balanced
Local Service/s	Development Control

Reporting Structure



Position Purpose
To contribute to actively managing the growth of the LGA through effective development control.
Key Result Areas
<ul style="list-style-type: none"> • Development applications and inspections • Policy and procedures • Customer service • Branch activities • Corporate core values
Key Duties & Responsibilities
<p>Development applications and inspections</p> <ul style="list-style-type: none"> • Assess, recommend and determine development applications in accordance with legislative requirements and Council procedures. • Decisions are made using sound professional judgement and within delegated authorities. • Represent Council at the Land and Environment Court as required. <p>Policy and procedures</p> <ul style="list-style-type: none"> • Provide input into policy and procedure reviews and undertake policy/procedure formulation as required. • Continuously maintain an accurate and up to date working knowledge of planning legislation, environmental planning instruments, Council DCP's, policies and procedures. • Liaise with and provide assistance to the development industry and community in relation to development applications and development related matters. • Provide practical and innovative solutions to development issues. <p>Branch activities</p> <ul style="list-style-type: none"> • Provide assistance to the team leader in the supervision, mentoring and training of less experienced planners. • Assist the team leader in the day to day operations of the team and on all planning matters as required. • Work cooperatively with the team to achieve performance requirements and improve Council procedures. • Participate in development working groups, project groups and meetings with internal and external customers. • Other relevant duties which may be required by the Team Leader or Manager from time to time <p>Customer service</p> <ul style="list-style-type: none"> • Demonstrate a strong customer focus which is accurate, responsive, timely and courteous <p>Corporate core values</p> <ul style="list-style-type: none"> • Continuously display Councils corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.
Essential and Desirable Criteria
<p>Essential</p> <ul style="list-style-type: none"> • Tertiary qualification in town planning or a closely related field • A demonstrated knowledge of the Environmental Planning and Assessment Act 1979, including experience in the assessment, processing and reporting of a wide variety of development proposals.

- Ability to work both independently and as part of a team.
- Highly developed time management skills and the ability to manage high workloads.
- High level negotiation and dispute resolution skills with the capacity to make decisions
- Effective oral and written communication skills with the ability to liaise with all levels of internal and external customers
- Ability to represent Council in legal cases.

Desirable

- Experience in growth centre or urban release area development assessment.
- Experience in presentations to internal and external stakeholders (for example, regional and local planning panels).

WHS Responsibility

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

Prepared By

Manager Statutory Planning

Date Prepared

June 2024

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:

Employee Signature:

Date: