

George Town Municipality

Position Description

Position: **Town Planner**

1. Position Purpose

As a key member of the Community and Development Services Team you will provide technical advice in the coordination and processing of a range of development applications (including those of a complex nature) within the George Town Municipality in accordance with Council's Planning Scheme, planning policies and relevant legislation.

As Town Planner you will provide effective and efficient development assessment and high-quality planning and customer service outcomes.

You possess exceptional leadership and communications skills, have a professional attitude, well developed negotiation skills and the ability to meet tight deadlines.

2. Department

Community and Development Services

3. Reports To

Team Leader Community and Development Services

4 Base Work Location

Municipality of George Town, Northern Tasmania. 16 – 18 Anne Street, George Town TAS 7253

5 Agreement Cover

George Town Council Enterprise Bargaining Agreement



PF NUMBER:**ESPROF****POS NUMBER:**

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|-----------------------|------------------------------------|
| POSITION TITLE | Town Planner |
| PACKAGE RANGE | |
| DEPARTMENT | Community and Development Services |
| SUPERVISES | |
| DATE | Revised August 2019 |
| TERMS | Full Time/Part Time |

| | |
|--------------------|-----------------|
| APPROVED BY | |
| NAME | |
| POSITION | General Manager |
| SIGNATURE | |

Key Responsibilities

- Provide planning advice to the public and Council on planning and development issues, including the convening of meetings, answering of telephone enquiries and attending to front counter enquiries;
- Liaise and negotiate with individual land owners, developers and their agents to ensure that structural planning, development and subdivision proposals comply with Council's objectives and those of the State Government;
- Liaise and negotiate with other Councils, Government agencies and other service and regulatory authorities on town planning matters affecting the Municipality;
- Assess individual planning applications for developments including, but not limited to, new dwellings, building extensions, new businesses, subdivisions, etc;
- Assist with strategic matters as required;
- Process and manage development application files with particular attention to significant and complex applications and maintaining an up to date schedule of key milestones for all projects;
- Ability to maintain confidentiality concerning planning files;
- Prepare planning reports and planning conditions for permitted and discretionary applications including the referral of applications to others for technical input to planning conditions;
- Prepare well researched planning reports, and reports on Council planning matters, for inclusion in Council's monthly agenda and advise and assist other staff in the preparation of other Council reports as requested;
- Assess proposed amendments to the current Council Planning Scheme and assist with the implementation of adopted amendments;
- Make delegated decisions in relation to development applications in accordance with Council's delegated authority, procedures and practices;
- Assist in developing and reviewing operational policy and procedures;
- Review and provide comment on any proposed changes to legislation or regulatory authority conditions or guidelines that may impact Council's development application assessment process;
- Operate the Council GIS Systems (Exponare and MapInfo) and other relevant computer based administrative programs developed for technical service functions;
- Develop and manage a quality assessment process and administrative systems, reviewing their effectiveness regularly, including close coordination with the building administration officer and building surveyor; and
- Prepare correspondence including reports, notices letters and legal evidence to effectively execute the functions of the service and where necessary representation on behalf of Council in respect of subsequent legal proceedings, hearings or other actions as required; and
- Other duties as may be reasonably requested by your Manager

KEY RELATIONSHIPS

| Internal Customers | Nature of Relationships |
|--|--|
| <p>General Manager, Team Leaders</p> <p>Council Staff</p> | <ul style="list-style-type: none"> • Work as an active team member to achieve the objectives of the George Town Council as a whole. • Work with individuals to solve problems internally and across directorate boundaries. • Support and assist other staff members as required. |
| External Customers | |
| <p>Including community, developers, government agencies etc.</p> | <ul style="list-style-type: none"> • Ensure the needs of all external customers are met and provide timely and courteous service at all times. |

DELEGATIONS & AUTHORISATIONS (Local Government Act, Purchasing, Information Systems etc)

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|-----------------------------|--|
| Purchasing | Council signatory - for procurement, within the approved budget. Value to confirmed by General Manager |
| Financial Delegation | Nil |
| IT Systems Access | Restricted to appropriate system access. |

GEORGE TOWN COUNCIL VALUES (STRATEGIC PLAN 2016-2026)

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|---|---|
| <p>Community</p> <p>We involve people in decisions that affect their lives, we value our citizens and we develop and support them to be resilient and effective, we have empathy and seek to understand perspectives, we support and empower people through our work</p> | <p>Heritage and Environment</p> <p>We understand that the health of the environment underpins our social and economic prosperity as well as the health and well being of our community, heritage is our legacy from the past, what we live with today, and what we pass on to future generations, we understand that we are custodians of our natural environment and as such have an obligation to protect and manage it wisely</p> |
| <p>Accountability</p> <p>We take ownership of the quality and demonstrable impacts of our work, we ensure that our decisions and actions are evidence based and outcome focused, we are considered and transparent about how we use public resources</p> | <p>Transparency</p> <p>We seek feedback from all directions to achieve open communication and foster collaboration, we offer constructive feedback to others that is timely, specific and descriptive</p> |
| <p>Respect</p> <p>We treat people with fairness, respect, objectivity and courtesy, we listen and communicate honestly and clearly, we seek to understand other's perspective, experiences and contributions, we recognise and value people's diversity, equality and human rights, we will not discriminate</p> | <p>Innovation</p> <p>We are flexible, creative and responsive to changing needs, we have the courage to take informed risks and try something new, we are reflective and seek feedback to inform and shape our work, we are supportive of innovation, both within Council and within the Community</p> |
| <p>Can do</p> <p>Our "can do" culture is something we're proud of – the uniting elements that binds our organisation together.</p> | |

Policies, Procedures & Agreements

Dispute/Grievances Procedures

George Town Council strives to achieve a work place which fosters a productive and harmonious working environment and where work related concerns or grievances are managed promptly, impartially and justly. To effectively deal with work related grievances, employees are required to become familiar with the grievance procedures contained in the George Town Council Enterprise Bargaining Agreement or as stated in your contract of employment.

Confidentiality Agreement

It is a requirement of George Town Council that all new or transferring employees sign a confidentiality agreement. The policy and agreement will be included in the recruitment package.

Reporting of Incidents

All employees are required to report any incidents and hazards, they are unable to rectify .

Computer Use Policy (Electronic Media)

It is a requirement of George Town Council that all new or transferring employees sign a Computer Use Policy – (Electronic Media). This policy agreement will be included in the recruitment package

Work Health & Safety Act/Risk Management

Workers will:

- Assist in the provision of a safe and healthy work environment and comply with the Work Health & Safety Act 2012, its amendments, Regulations, related Codes of Practice and Australian Standards;
- Ensure that risk management factors are fully considered when changing or setting up new work sites, work programs or undertaking new projects;
- Ensure all accidents are reported;
- Review with Managers/Supervisors and Workers all aspects of the risk management program on a regular basis, including workplace inspections and risk management audits;
- Consult with the Health and Safety Committee and Health and Safety Representatives where appropriate to resolve risk management issues;
- Ensure ongoing instruction and consultation with Workers in the proper use of plant, equipment and materials and enforce safety rules and practices that apply to Workers' work;
- Ensure reporting and investigation of all accidents, incidents, injuries or near misses within the work area under their control;
- Participate in audits of activities under their control; and
- Report any risk identified associated with Council asset, work sites or work systems.

Fraud Prevention

George Town Council is committed to the investigation, deterrence and prevention of all forms of fraud in accordance with its Fraud Control Policy. All fraud is damaging to the Council and community through financial loss, adverse publicity and loss of public confidence

Sustainability

In accordance with *George Town Council Enterprise Bargaining Agreement, clause 3*, your role will consider the following sustainability requirements:

1. To achieve and/or improve financial sustainability;
2. To manage asset in a way that maximises asset service delivery and manages related risks;
3. Develop, implement and improve planning & development strategies that improve the quality of life for communities through supplying access to facilities and services;
4. **Community satisfaction** – (a) planning & development (b) community involvement (c) infrastructure (d) waste management (e) recreation, cultural facilities and programs (f) community health and safety (g) overall satisfaction

Qualifications, Skills, Knowledge & Experience

Essential

- Relevant tertiary qualification/s in planning;
- Statutory planning experience, particularly in a rural/urban context;
- Ability to operate in a planning and appraisal environment with an ability to understand underlying principles and techniques:
- A capacity to be able to interpret and apply the requirements of planning schemes and the associated legislative and policy framework for land-use planning required for the attainment of sustainable development objectives;
- Ability to provide accurate planning advice to internal and external customers;
- Highly developed verbal and written communication and interpersonal skills including experience in customer service, public relations and negotiating;
- A demonstrated high level of accuracy in preparing, managing and reporting planning information;
- Ability to read and understand maps, plans, design specifications and related documentation;
- Knowledge and understanding of Council's town planning scheme, local laws and state and commonwealth legislation as it relates to land use planning and development;
- Understanding of local government operations and the decision making process involved in strategy and policy development;
- Demonstrated computer skills including the ability to operate computerised systems, databases, spreadsheets, Project Power Point, GIS mapping, MapInfo, Exponare, and word processing programs and e-mail;
- Ability to produce concise, thorough and accurate planning reports;
- Demonstrated ability and willingness to work cooperatively in a team environment;
- Ability to produce work of a high quality within established timeframes with minimal supervision and demonstrated initiative in undertaking tasks;
- Current Class "C" driving licence.

Desirable

- Commitment to undertake any further training as necessary;
- Ability to attend meetings;
- Demonstrated understanding of Equal Opportunity, Work Health & Safety (WH&S), and Risk and Anti-Discrimination procedures.

Selection Criteria

- Relevant tertiary qualification/s in planning;
- Statutory planning experience, particularly in a rural/urban context;
- Demonstrated ability to be able to interpret and apply the requirements of planning schemes and the associated legislative and policy framework for land-use planning required for the attainment of sustainable development objectives;
- Demonstrated customer service experience;
- Highly effective communication, interpersonal and information technology skills;
- Demonstrated commitment to learn and the ability to contribute to the team;
- Self motivated, enthusiastic and able to interact with all levels of staff, referral authorities and developers;
- Timely and appropriate judgement and decision making skills;
- Current Class "C" driving licence

I agree to perform the duties detailed in this position description in a manner consistent with the Organisation's Values:

Employee's Signature:

Date:

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