

POSITION TITLE: Planning Officer **POSITION NO:** 2593

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 3 to 5 (dependent on qualifications and experience)

CERTIFIED AGREEMENT: Officers – 2020 **AWARD:** QLGA

DEPARTMENT: Liveability

BRANCH: Environment & Planning

SECTION: Development Services

REPORTS TO: Senior Planning Officer

ORGANISATIONAL VALUES: ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

1. PRIMARY ROLE

Provide support and assistance in the efficient and effective delivery of planning functions and technical advice across planning and related matters in accordance with legislative requirements and Council's policies, under the direction of the Manager Environment and Planning.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Coordinate development assessment systems and process multi-disciplinary development applications, pre-lodgement meetings and preparation of reports to Council in accordance with statutory requirements.
2. Liaise with members of the Council and public, including the development industry, on matters relating to Council Policy on planning matters and specific development applications, and attend public meetings as required.
3. Implement of Council's Planning Scheme, related local laws, and town planning policies.
4. Manage development assessment and related customer requests including community liaison, provision of technical advice and solutions and preparation of formal written responses.
5. Provide technical advice to staff, customers, committees and Council regarding strategic planning and development assessment related matters as required.
6. Prepare high level reporting to Senior Management and reference groups with regards to the progress of low-risk development applications.
7. Act as a reference point for other officers and provide planning advice in relation to development applications, statutory procedures, compliance with development conditions, and enforcement of development conditions and statutory requirements.
8. Contribute to the review, development and implementation of policy and procedures and productivity improvement measures across Council.
9. Complete additional activities and reasonable directions given by management.

3. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Bachelor degree in Land Use Planning or relevant field is essential.
- Minimum requirement of a current C Class driver's licence.
- Completion of a pre-graduation work experience placement in a development assessment environment (Desirable).
- Eligibility for membership with Planning Institute Australia.

4. KEY SELECTION CRITERIA

1. Demonstrated experience in a development assessment role with substantial knowledge of town planning principles and legislation affecting development including the Sustainable Planning Act 2009 (SPA) and other relevant legislation.
2. Well-developed communication and interpersonal skills, including the ability to develop and maintain positive and effective partnerships with internal and external customers.
3. High level of keyboard and computer skills including sound knowledge of the MS Office Suite and corporate software systems.
4. Sound time management skills with the ability to establish work priorities and meet deadlines.
5. Ability to work in a team environment and under minimal supervision.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Liveability: Peter O'May	Signature: 