



Position Description

Position Title	Planning Officer
Position Incumbent	vacant
Position Number	
Business Unit	Development & Environmental Services
Location	Kempton
Date	March 2023

CLASSIFICATION

Employment Status	Permanent full time
Award	Southern Midlands Council Enterprise Agreement
Stream / Level	Professional (Level to be negotiated depending upon skills and experience)

POSITION OBJECTIVES

Administration and co-ordination of the land use planning and development assessment functions of Council, in accordance with the requirements and standards prescribed by legislation and the objectives, strategies, policies, budgets and specific decisions of Council;

Provide technical advice to members of the Development & Environmental Services team, other internal customers and Council's external customers in relation to Development Assessment issues, whilst maintaining a strong customer service focus;

Function as an active and effective member of the Development & Environmental Services team which contributes towards achieving a cost effective and efficient work unit for the purposes of facilitating and management of the good order and development of the Southern Midlands services;

Undertake the above duties at other Council's within the region as part of Council's resource sharing arrangements in which planners from various Councils work as part of a broader team;

Assist the Senior Planner and the Manager Development & Environmental Services in the facilitation and promotion of development in the Southern Midlands municipal area;

Undertake occasional project work that complements Southern Midlands Council's heritage, economic and / or community objectives for the Southern Midlands;

KEY RESPONSIBILITIES

1. Provide expert planning advice and co-ordination in relation to development applications and conditions, statutory procedures & requirements as well as process matters;
2. Exercise a high degree of initiative in making decisions, solving problems and resolving conflicts in relation to development applications and associated matters whilst maintaining a strong customer service focus.
3. Conduct high-level negotiations in relation to complex development applications and special projects;
4. Prepare high quality reports and recommendations on complex development applications, which may include the preparation of planning reports and presentation of expert evidence to the Tasmanian Civil & Administrative Tribunal on appeal matters;
5. Make appropriate use of all recording, reporting and monitoring systems operating within the business unit, and comply with all relevant quality assurance procedures operating within the business unit;
6. Perform the roles and responsibilities of the position under minimal supervision and in accordance with established work and quality assurance procedures. Where practices are not clearly defined, exercise initiative and professional judgement to provide solutions;
7. Fulfil workplace health and safety responsibilities in accordance with Council's Workplace Health & Safety policy;
8. Monitoring of approved development to ensure compliance with approval conditions;
9. Identify and reporting on illegal developments;
10. Consult with the community on policy, development and land use matters;
11. Provide comment on external studies and policies;
12. Action relevant Council decisions and undertake project work as required.
13. May be required to provide planning services to neighbouring municipalities in accordance with any resource sharing agreements established by Council; and
14. Such other relevant duties as required from time to time which would generally fall within the scope of this position.

Planning Officer



ORGANISATIONAL RELATIONSHIPS

Report to:	Manager Development & Environmental Services
Supervises:	Nil.
Internal Liaisons:	DES team members, General Manager, Elected Members, Business Unit Managers and other staff.
External Liaisons:	General Public, Developers, TasCAT, SPO, Heritage Tas., DSG, TasFire, DIPW&E.

JUDGEMENT & DECISION MAKING

- In accordance with relevant legislation, the Tasmanian Planning Scheme and Council policies / decisions, and the same documents at other relevant councils;
- Ability to identify problems and issues associated with work related activities with the potential to rectify them accordingly.

SPECIALIST SKILLS & KNOWLEDGE (SELECTION CRITERIA)

1. A formal qualification in town planning and/or working towards successful completion of post-graduate qualification in town planning or relevant tertiary qualifications suitable for eligibility as a member of the Planning Institute of Australia;
2. A sound understanding of town planning principles and legislation affecting development;
3. Sound knowledge of local government, and other levels of government, regulation planning, and process enforcement relevant to the position;
4. Demonstrated sound skills in project management, with demonstrated ability to work as part of a multi-disciplinary team;
5. Demonstrated well-developed communication, analytical, problem-solving skills, and a track record of success in providing advice to a diverse internal and external client base;
6. Proven ability to maintain composure and objectivity in balancing competing demands and workplace priorities that reflects a strong customer focus; and
7. Proven capacity to work both independently and interdependently as an effective, positive team member.

Planning Officer



INTERPERSONAL SKILLS

- Ability to communicate effectively with team members and the general public.

QUALIFICATIONS & EXPERIENCE

Essential

- Current Driver's Licence
- Formal qualifications in Urban & Regional Planning or related discipline, or working towards a Planning qualification

Desirable

- Experience Local Government

PERFORMANCE STANDARDS

- Timely and accurate processing of applications and correspondence;
- All work undertaken is of a high standard in compliance with Australian Standards, established practices, performance measures, plans, specifications and policies;
- Demonstrate good problem solving skills including using own initiative, with the ability to accept and carry out instructions;
- Comply with all Council policies and procedures;
- Provide information/support to the other members of the business unit;
- Maintain a cooperative and effective relationship with other members of the business unit and other members of the workforce;
- Establish and maintain a good rapport with members of the public;
- Represent Council in a professional and courteous manner at all times; and
- Participation in Councils Development & Performance Review process.

JOB ENVIRONMENT

Hours of employment	half time pro rata of (8.30am to 5.20pm (9 day fortnight)
Leave entitlements	In accordance with the Award.

WORKING ENVIRONMENT

- **Workplace Health and Safety**

Southern Midlands Council is committed to high standards of performance in respect to workplace health and safety. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

- **Workplace Health & Safety Act 2012 -s28. Duties of workers**

While at work, a worker must –

(a) take reasonable care for his or her own health and safety; and

(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and

(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and

(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

- Smoking is not permitted in the workplace or Council vehicles.

Code of Conduct & Risk Management Policy and Procedures

Refer to the Induction Manual.

POSITION DESCRIPTION APPROVAL

Approved by: General Manager