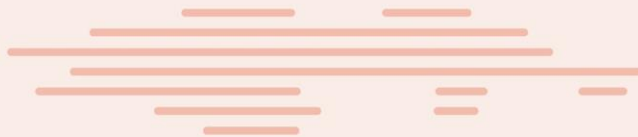




Brighton Council

Position Profile Planning Officer





We acknowledge the traditional owners who once walked this country: the Mumirimina people.

The Mumirimina belonged to the Oyster Bay tribe. This was the largest tribe in Tasmania and covered 8000 square kilometres. kotalayna levee in Brighton was a significant meeting place where hundreds of generations of Aboriginal families hunted, gathered, corroboreed, camped and traded.

In the course of colonisation, dispossession of the Mumirimina was early, rapid and extensive.

We acknowledge the Tasmanian Aboriginal Community today as the continuing custodians of this land, and pay our respects to Elders past and present.

Through our words and actions we strive to build a community that reflects and respects the history and hopes for all the people of Brighton.



Planning Officer

The Position

Applications *must* address the specified selection criteria in the position profile.

The Position:

- Annual Salary of \$60,000 to \$75,000 pro rata (0.8 FTE) plus 9.5% Superannuation (dependent on experience).
- Four day working week with flexible working conditions.
- One year contract.
- Generous corporate fitness and wellbeing programs.
- Training and development programs.
- A challenging project portfolio that will assist with your career development.
- Supportive team culture and empowering manager.

Selection Criteria

As a member of the Development Services Team the position is responsible for providing a professional range of customer focused and planning services associated with Council's statutory responsibilities.

1. Completed, a tertiary qualification in a planning related field.
2. Minimum of 1 year's experience/ employment in a planning related position.
3. Demonstrated understanding of land development processes and the role of planning in the local government context.
4. Demonstrated ability to manage multiple tasks, set priorities and to meet deadlines.
5. Well-developed communication, interpersonal and customer service skills.
6. Demonstrated ability to work as part of a team to achieve group outcomes.

7. Well-developed analytical, technical and presentation skills appropriate to planning related work.

Essential

A current car drivers' licence.

Desirable

1. Previous experience working in Local Government.
2. Understanding of Local Government operations.

Duty Statement – Planning Officer

(12 month contract)

General Conditions of Employment

1. The general conditions of employment will be in accordance with Council's Enterprise Agreement.
2. In accordance with Council's Enterprise Agreement, you will be entitled to (pro-rata):
 - (a) Twenty (20) days recreation leave after twelve (12) months service
 - (b) Ten (10) days carers leave per year.
 - (c) Gazetted public holidays.
3. Salary will be Professional Level 1.1 – 2.1 ranging from \$60-75,000 (pro-rata) and will be dependent on qualifications and experience.
4. The hours of duty are as follows:
 - 4 days week (to be negotiated)
 - 8.15am to 4.45pm (30 minutes lunch)
5. The position will be based at the Council Offices, 1 Tivoli Road, Old Beach.
6. The appointment is subject to successful completion of a three (3) month probation period.
7. Applications for the position close Sunday 11 April 2021 and should be addressed to:

David Allingham
Manager Development Services
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030
Email to: admin@brighton.tas.gov.au

To ensure that your application is considered you must address the selection criteria and include your resume, along with two current referees.

Position Description – Planning Officer

Job Description

Position title	Planning Officer
Position No.	473
Department	Development Services
Program	Planning Services

Position Classification

Award type	Brighton Council Workplace Agreement
Classification	Professional
Level	1

Position Objective

Undertake statutory and strategic land use planning duties within Council's Development Services Department. Promote the image of Council in the community in the course of customer service, public relations, conflict avoidance and resolution of day to day complaints.

Actively participate as a team member in the Development Services Department, performing all responsibilities and duties efficiently and effectively, and draw upon advice and guidance from the Manager Development Services and other officers within the Development Services Department where appropriate.

Key Responsibilities

- Provide professional land use planning services on statutory planning and development control matters.
 - Respond to enquiries, applications and complaints made in person, written or by telephone with regard to planning services.
 - Provide administrative support to the Environment & Development Services Officer, including processing new applications, preparing advertising of applications, and issuing permits.
 - Notify and keep the Manager Development Services and Senior Planner informed at all times of progress of all applications.
 - Refer all applications throughout internal Council departments to enable information gathering and appropriate comment.
 - Monitoring of approved development to ensure compliance with approval conditions.
-

- Investigate miscellaneous complaints made by the public about planning issues or illegal developments. Inspect properties, interview witnesses and alleged offenders. Where possible, negotiate solutions to any planning issues that may be revealed. Follow up on initial actions to assess the situation and gather relevant evidence in preparation for presentation at a hearing or court, should a prosecution become necessary. Prepare brief for Council's legal representative. Attend hearings or court and give evidence if required.
- Liaise with major developers, Government Departments, other Council's, ratepayers and community groups on planning matters, including representing Manager Development Services, and Council at public meetings when directed.
- Prepare reports for presentation to Council and Committees on matters as required.
- Undertake research and prepare strategic planning reports with recommendations for approval by the Manager Development Services.
- The Planning Officer may be required by the Manager Development Services to carry out a variety of other tasks aimed at assisting in achieving corporate goals or strategies and enhancing the efficiency and effectiveness of the organisation but which may not be specifically designated within the scope of this position description.
- Provide any of the above planning services as required for other councils or entities under Brighton Council's Professional Services arm.

Organisational Relationship

Report to	Manager Development Services
Supervises	Nil
Internal liaisons	Manager Development Services, Senior Management Team, Staff within the Development Services Department, other staff and Councillors.
External liaisons	General Public Government Departments and agencies Statutory authorities of other Councils Professional organisations Community organisations Local business Plumbing & building contractors, Solicitors, Engineers, and Surveyors. Suppliers of goods and services etc.

Accountability and Extent of Authority

Accountability

This position is accountable for the effective and efficient actioning of all key responsibilities listed previously.

Responsible for ensuring subdivisions and developments are completed to Council standards.

Accountable for accuracy of specialist information provided to Manager Development Services, Senior Planner, Senior Management Team, other staff and external customers.

Judgement and Decision Making

The position is essentially about problem solving and the nature of the work is usually specialised with methods, procedures and processes established from theory or precedent. The intellectual challenge comes from the application of these established techniques to new situations.

The position may require flexibility in approach to work methods to adapt to changing priorities and increased workload.

Extent of Authority

Financial	Nil
Staff	Nil
External correspondence	Preparation of correspondence for acknowledgments, etc and for the Manager Development Services as required.
Council reports	Preparation of reports for the Manager Development Services.

Specialist Skills and Knowledge

- An understanding of the role and function of the Development Services Department's objectives within the Organisation.
- Knowledge of various provisions of the *Local Government Act 1993*, *Land Use Planning and Approvals Act 1993*, *Resource Management and Planning Appeal Tribunal Act 1993*, and other relevant Acts.
- Understanding of legislation and regulations relevant to planning, building and health and the ability to research and apply legal precedents relevant to matters.
- Knowledge of Planning Scheme documentation and its application.
- A sound knowledge of the principles of sustainable development, particularly the integration of planning and environmental principles.
- Flexibility in approach, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances.
- Ability to manage time, set priorities, plan and organise your own and supervised staff's work and need set objectives.
- Achievement of results within set time frames against conflicting priorities.
- Public relations and conflict avoidance and resolution skills.
- Negotiation skills
- Good understanding of management practices and personnel practices related to occupational health and safety and processes in local government.

Interpersonal Skills

- High level of written communication skills.
 - High level of oral skills.
 - Ability to liaise with the general public, Government Departments and agencies, officers from other Council's member of community organisations and members of professional organisations.
 - Ability to gain co-operation and assistance from staff within the Development Services Department and other employees.
 - High level of negotiation and conflict resolution skills.
 - Ability to write reports and prepare external and internal correspondence.
-

Qualifications and Experience

- Completed tertiary qualifications or working towards completing, a tertiary qualification in a planning related field.
- Proven experience as a Planner, with at least 2 years Local Government experience is desirable.
- Current drivers' licence.
- Knowledge of IT processes.

Risk Management

An employee while at work shall:

- Ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council's incident reporting procedures.
- Adhere to and assist in the continuous improvement of Council's risk management system.

Job Environment

Present occupant	Vacant
Hours of employment	Four days/week 8.15 a.m. to 4.45. p.m.
Flexible working hours	May be negotiated.
Leave entitlements	In accordance with Council's Enterprise Agreement.

Job Description Approval

Job analyst	David Allingham & Janine Banks
Date analysed	March 2021
Approved by	General Manager
Date approved	March 2021
