



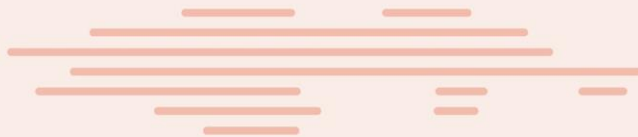
# Brighton Council

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## Position Profile

## Planning Officer

JUNE 2024



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

Applicants **must** address the specified selection criteria.

## The Position

- Attractive salary based on qualifications and experience
- 15% Superannuation
- Flexible working arrangements
- Family friendly work arrangements
- Generous corporate fitness and wellbeing programs
- Learning and development programs
- Paid parental leave
- Free annual flu vaccinations
- Supportive team culture
- Employee Assistance Program

## 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 tertiary qualifications in a planning related field, with a minimum of 1 years' experience in a planning role.
2. Demonstrated understanding of legislation and regulations relevant to planning, and the ability to research and apply legal precedents relevant to matters, including 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.
3. Proven time management skills with the ability to assess applications within designated timeframes, and to find workable solutions using sound negotiation and dispute resolution skills.
4. Highly organised, with excellent communication skills, both written and verbally, to be able to meet deadlines under conflicting pressures and prepare high quality reports and correspondence.
5. The ability to work as part of a team as well as autonomously as required.

## Essential

1. Must possess a current, and unrestricted, motor vehicle drivers' licence to perform the inherent requirements of the role.
  2. Possess, or ability to obtain, a current White Card – 'Prepare to Work Safely in the Construction Industry' (CPCWHS1001).
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## Duty Statement – Planning Officer

### General Conditions of Employment

1. The general conditions of employment will be in accordance with Council's Enterprise Agreement.
2. Attractive salary will be negotiated with successful applicant and will be dependent on qualifications and experience.
3. Either Full-Time or Part-Time Hours to be negotiated with the successful applicant. A typical working day is 8.15am to 4.45pm (30 minutes lunch), flexibility of hours may be negotiated. If working full-time, there is the option of either a 19-day month or 9-day fortnight.
4. The position will be based at the Council Offices, 1 Tivoli Road, Old Beach.
5. Free parking is available on-site.
6. The appointment is subject to successful completion of a six (6) month probation period.
7. Applications for the position close at 7.00pm on **Sunday, 7 July 2024** and should be addressed to:

General Manager  
Brighton Council  
1 Tivoli Road  
OLD BEACH TAS 7030  
Email to: [jobs@brighton.tas.gov.au](mailto:jobs@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.

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## Position Description – Planning Officer

### Job Description

Position title:	Planning Officer
Position No:	4756
Department:	Development Services

### Position Classification

Award type:	Brighton Council Workplace Agreement
Classification:	Professional
Level:	Level 1-2 (dependent on qualifications and experience)

### 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 Director 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.
  - Undertake research and prepare strategic planning reports with recommendations for approval by the Director Development Services.
  - Deliver a range of strategic projects of value to council, including in relation to economic development, sustainability and public land utilisation and management.
  - Notify and keep the Director 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.
  - Assist the Planning Compliance Officer with:
    - monitoring of approved development to ensure compliance with approval conditions; and
    - Investigation of complaints made by the public about planning issues or illegal developments. 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
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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 the Director Development Services, and Council at public meetings when directed.
- Prepare reports for presentation to Council and Committees on matters as required.
- The Planning Officer may be required by the Director 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:	Director Development Services
Supervises:	Nil
Internal liaisons:	Senior Management Team, Development Services staff, other staff, and Councillors.
External liaisons:	General Public; Property Owners/Occupiers; Government Departments and agencies; Statutory Authorities, and other Council's; Community organisations; Local Business; Professional organisations; Developers and Development Professionals, Solicitors, Engineers, and Surveyors; Suppliers of goods and services etc

## Accountability and extent of Authority

### *Accountability*

- Accountable to the Director Development Services for the efficient performance of all aspects of the position.
- Responsible for ensuring subdivisions and developments are completed to Council standards.
- Accountable for accuracy of specialist information provided to Director Development Services, Senior Planner, Senior Strategic 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.
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### **Extent of Authority**

Staff	As directed by the Director Developments Services
External correspondence	Preparation of correspondence for signature by the Director Development Services.
Council reports	Preparation of reports for signature by the Director 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, 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.
- Good understanding of management practices and personnel practices related to occupational health and safety and processes in local government.
- This role may require reasonable after-hours activities and overtime when required by business needs.
- Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

### **Management Skills**

- Flexibility in approach, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances.
- Achievement of results within set time frames against conflicting priorities.
- Demonstrated problem solving and decision-making abilities along with the ability to recommend innovative, workable solutions using sound negotiation and dispute resolution skills.
- Ability to manage time, set priorities, plan and organise one's work, to meet set objectives both internal and external of the organisation.
- Good understanding of management practices and personnel practices related to Workplace Health and Safety and processes in local government.
- Ability to gain cooperation from all levels of staff.

### **Interpersonal Skills**

- Highly organised, with excellent communication skills, both written and verbally, to be able to meet deadlines under conflicting pressures.
  - The ability to succinctly articulate complex information and community effectively with a wide variety of stakeholders.
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- Ability to work autonomously as well as in small team environments.
- Ability to liaise with officers from external bodies in the resolution of specialist matters.
- 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.
- Previous experience as a planner, with at least 1 years' experience in a planning role.
- Must possess a current, and unrestricted, motor vehicle drivers' licence to perform the inherent requirements of the role.
- Possess, or ability to obtain, a current White Card – 'Prepare to Work Safely in the Construction Industry' (CPCWHS1001)
- 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 systems.

### **Job Environment**

Present occupant: Vacant

Hours of employment: Full-Time or Part-Time Hours: to be negotiated with the successful candidate  
A typical working day is 8.15am to 4.45pm (30 minutes for lunch), flexibility of hours may be negotiated. If working full-time, there is the option of either a 19-day month or 9-day fortnight.

Leave entitlements: In accordance with Councils Enterprise Agreement

### **Job Description Approval**

Job analyst: Director Development Services

Date analysed: June 2024

Approved by: General Manager

Date approved: June 2024

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