

***Position Summary***

**Reports to:** Manager Planning & Environment

**Department:** Planning & Environment

**Objective:** Encourage and ensure the orderly and sustainable development of the Shire of Northam within the guidelines of accepted town planning practices, the Shire of Northam Local Planning Scheme and the Council’s controls, policies and practices.

To provide Council and the general public with the highest quality advice on statutory town planning matters.

**Work Location:** Administration Building

**Award/Level:** 10/1

**Date Revised:** September 2024

**Outcomes**

**Statutory Planning**

* Determine a range of development applications in accordance with the Shire’s Local Planning Scheme, Local Planning Polices and other planning controls in accordance with Council delegations.
* Provide technical advice and expertise to internal and external stakeholders in relation to statutory planning issues, including subdivisions
* Prepare reports in an accurate, clear, and concise manner for Council and the Development Assessment Panel on a range of statutory planning matters, including complex and technical matters.
* Liaise with developers, applicants, residents and officers of the Shire and Government Departments to ensure adequate consultation on and coordination of applications.

**Strategic Planning**

* Ensure projects and associated activities are consistent within budgets, timeframes, and allocated resources, including coordination and management of project consultants when required.
* Assessment of strategic applications, scheme amendments, structure plans, local development plans, and other strategic planning documents as required.
* Provide specialist and technical advice and expertise in relation to strategic planning matters when required.
* Assist in identifying and preparing local planning policies, procedures, and guidelines on relevant planning issues.

**Compliance**

* Assist in the enforcement of the local planning scheme.
* Investigate illegal development and other matters for compliance with relevant planning legislation.
* Assist with the preparation of State Administrative Tribunal submissions on behalf of Council.
* Assist in coordinating legal procedures and practices including Infringement Notices and Prosecution Notices.

**Other**

* Provide coaching and mentoring to the Planning Officer and other staff within the business unit to increase their capability and technical knowledge, and ability to deliver a customer focused quality planning assessment and advice service to all customers.
* Proactively build positive and collaborative working relationships (internal and external) to assist with resolution of complex planning matters
* Develop and implement staff training on process and other improvement initiatives in collaboration with the Manager Planning & Environment.
* Provide guidance and advice to other staff within Planning Services to deliver a high quality of service, assessments, and other relevant work (including written reports and correspondence, communicating with applicants).
* Other duties within the skills, training and competencies of the employee.

**Organisational**

* Embrace, support and participate in change to assist in achieving the Shire’s goals and objectives.
* The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
* Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
* Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery.
* Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Council’s Policies and Procedures.

**Work Health and Safety, Employee Requirements**

Employees are responsible and accountable for:

* Complying with workplace procedures for risk identification, risk assessment and risk control
* Participation in activities associated with the management of workplace health and safety.
* Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
* Correct utilisation of appropriate personal protective equipment

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| **POSITION REQUIREMENTS** |  |  |
| **Documents** | **Essential** | **Desirable** |
| * Hold a current unrestricted C Class national drivers licence | A black check mark on a white background  Description automatically generated |  |
| * Provision of a current National Police Clearance | A black check mark on a white background  Description automatically generated |  |
| **Skills and Abilities** |  |  |
| * Ability to liaise with people at all levels in an informative and positive manner. | A black check mark on a white background  Description automatically generated |  |
| * High level of numeracy and accuracy skills | A black check mark on a white background  Description automatically generated |  |
| * High level of computer literacy and proficiency including use of Microsoft Office Suite. | A black check mark on a white background  Description automatically generated |  |
| * Well developed written and verbal communications skills. | A black check mark on a white background  Description automatically generated |  |
| * Proven time management skills with the ability to work under pressure, and be well organised. | A black check mark on a white background  Description automatically generated |  |
| * Sound judgement and problem solving skills. | A black check mark on a white background  Description automatically generated |  |
| * Ability to work independently and as part of a team. | A black check mark on a white background  Description automatically generated |  |
| * Ability to undertake other administration tasks (eg agenda preparation, updating templates |  | A black check mark on a white background  Description automatically generated |
| **Knowledge** |  |  |
| * Sound knowledge of the statutory requirements, procedures and practical application of Western Australian Planning Legislation. | A black check mark on a white background  Description automatically generated |  |
| * Working knowledge and understanding of the operations and obligations of Local Government practices and procedures. | A black check mark on a white background  Description automatically generated |  |
| * Broad knowledge of strategic planning and planning appeal processes. |  | A black check mark on a white background  Description automatically generated |
| **Experience** |  |  |
| * Minimum 3 years experience in a similar role in local government. | A black check mark on a white background  Description automatically generated |  |
| * Experience with relevant software packages, including Microsoft Office and Synergy. |  | A black check mark on a white background  Description automatically generated |
| **Training / Qualifications** |  |  |
| * Sound knowledge of the statutory requirements, procedures and practical application of Western Australian Planning Legislation. | A black check mark on a white background  Description automatically generated |  |
| * Eligibility for membership of the Planning Institute of Australia (PIA) and/or Local Government Planners Association (LGPA). |  | A black check mark on a white background  Description automatically generated |

**GENERAL PHYSICAL REQUIREMENTS**

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| --- | --- | --- | --- | --- |
| **Task** | **Mainly** | **Frequently** | **Occasionally** | **N/A** |
| Stand |  | √ |  |  |
| Walk |  |  | √ |  |
| Sit |  |  |  |  |
| Handle |  |  | √ |  |
| Reach |  |  | √ |  |
| Climb/Balance |  |  | √ |  |
| Crouch/Kneel |  |  | √ |  |
| Talk/Hear |  | √ |  |  |
| Tast/Smell |  |  | √ |  |
|  |  |  |  |  |

**Authorisation and Acknowledgement**

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| I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.  I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.  Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements. |
| Employee Signature: Date: |

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