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# **Position Description**

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| **Position Title** | Planning Officer |
| **Directorate** | Sustainable Development & Infrastructure |
| **Level** | 6/7 |
| **Reports to** | Coordinator Planning Services |
| **Teams Responsible for** | Nil |
| **Direct Reports** | Nil |
| **Primary Location** | Margaret River Admin Centre |
| **Position No. & version** | PLA05 |

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| **Position Overview** |

Undertake planning processes in accordance with statutory requirements set out in the provisions of Legislation, Local Planning Scheme, Residential Design Codes, Local and State Planning Policies/Strategies, Council’s Strategic Plan, customer service charter, budget provisions and delegations.

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| **Position Responsibilities** |

**Statutory Planning**

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| * Determine a range of development applications including complex proposals in a manner consistent with Council's Local Planning Scheme and other planning controls in accordance with Council delegations, policy and strategic plan, as required. * Provide technical advice and expertise to internal and external stakeholders in relation to statutory planning issues, including subdivision. * Prepare reports in an appropriate and structured manner for Council on a range of statutory planning matters, including complex and technical matters. | **50%** |

**Strategic Planning**

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| * Assist in reviewing and amending Council’s Town Planning Scheme and other planning controls in accordance with Council strategic plan objectives. * Apply the objectives of the Shire’s Strategic Planning framework in the assessment of development applications * Assess and compile reports to Council on strategic matters affecting subdivision, scheme amendments and development proposals. * Identify and prepare policies, procedures and guidelines on planning issues. * Review and update existing polices. * Identify, investigate and assist in attracting project funding and other opportunities which might arise to advance the objectives and other initiatives of the Shire. * Prepare project budgets and operate within budgetary constraints using a high level of judgement and autonomy. * Commission /assist or manage the co-ordination of consultancies, projects and studies relevant to strategic planning or projects. * Coordinate inter-departmental project teams, consultants, public consultation programs and other resources as part of strategic planning projects * Undertake community engagement exercises as part of the strategic planning process. | **25%** |

**Planning Advice and Information**

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| * Provide support to community groups regarding land use planning to ensure appropriate levels of consultation are achieved. * Represent the interests and objectives of Council to Local, State and Federal government authorities and agencies. * Provide an intermediary role between the Shire and the community, taking into account the needs of both parties, for issues involving planning and sustainable development. * Provide complex written and verbal advice to the public, internal departments and government agencies on land use planning matters. * Coordinate meetings with internal and external stakeholders. * Negotiate and resolve operational issues/ problems/conflicts through effective communication. | **20%** |

**Compliance and Appeals**

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| * Participate in the planning appeals process through the provision of expert advice at mediation and hearings. * Prepare statements of evidence to support the appeals process. * Represent the Shire as the primary point of contact in mediation. * Assist Council solicitors in legal action where relating to planning. * Undertake compliance monitoring and participate in compliance action in accordance with adopted Shire procedures to assist Shire compliance staff where necessary. | **5%** |

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| **Position Requirements** |

**Essential**

* A tertiary qualification, or requisite experience, relevant to urban and regional planning.
* Knowledge and experience of statutory planning process and practices and the relevant statutory framework.
* Sound knowledge of sustainable development principles and experience applying these in a local and regional land use planning context.
* Knowledge and experience in applying project management processes to coordinate and manage projects and resources effectively to achieve quality and timely outcomes.
* Developed interpersonal, communication, consultation and negotiation skills.
* Demonstrated effective analytical, problem solving and investigative skills with the ability to develop solutions in a planning context~~.~~
* Experience or capacity to manage the development, implementation and review of strategic planning reports/policies/projects.

**Desirable**

* Degree or Post Graduate Degree in Planning or a related discipline.
* Current Driving Licence.
* Demonstrated application of sustainability principles and the triple bottom line within an organisation.
* Demonstrated experience to provide specialist expertise/advice relevant to local and regional land use planning, and research of land use planning issues, including experience in community consultation and engagement.
* Understanding of land transaction and management processes as they relate to Local Government.
* Demonstrated experience in Geographic Information Systems.

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| **Key Relationships** | |
| **Internal** | **External** |
| Planning team staff  Other Departments  Director Sustainable Development and Infrastructure  Councillors | Community Members and groups  Public Utilities and Authorities  Consultants and other professionals  State and Federal Ministers and Departments  Associations of Local Government  Local Governments |

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| **The Way We Do Things** |

Respect Integrity Community Excellence

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Description automatically generated A logo of people in a circle

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| **Acknowledgement** | | |
| Reporting Officer Name | Signature | Date |
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