

# Position description

## Senior Planning Officer

### Summary information

Section	Development Assessment	Directorate	Planning and Development
Position grade	Band 3 Level 2 Grade 14	Position type	Permanent, full-time
Reports to	Coordinator Planning Assessment	Direct reports	Yes
Approval limit	\$0	Release limit	\$0
Created/reviewed	April 2019	BCC number(s)	BCC583, BCC587, BCC591 BCC1635, BCC1765 and BCC1763

### Our Values

#### TEAMWORK



#### CUSTOMER FOCUSED



#### INNOVATION



#### COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

#### **Leadership is critical to all positions at Council.**

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

## 1 Position purpose

- Assist co-ordinating and supervising planning activities within an established team
- To act only as Co-Ordinator Planning Assessment when the Team Leader is absent from the position
- To undertake the efficient processing of more significant development applications including DAs to the State Planning Panel and Blacktown Local Planning Panel) and other planning tasks in a timely manner whilst ensuring compliance with Council's statutory responsibilities, policies and procedures
- Provide effective and informative Town Planning services to the City Strategy and Development Directorate customers
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

## 2 Qualifications and experience

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### Essential

- Town Planning or equivalent tertiary degree in a related discipline
- Significant experience as a Town Planner, especially involving the assessment of development applications
- Experience working with other disciplines and coordinating input from various professionals
- Experience in setting short term and long-term objectives with follow-up performance monitoring
- Current Class “C” driver’s license
- Experience in writing complex reports competently.

### Desirable

- Knowledge of applicable legislation/regulations including, working knowledge of appropriate sections of the Environmental Planning and Assessment Act 1979 State Environmental Planning Policies and the recent Planning Reforms
- Demonstrated ability to process complex Development Applications for consideration and determination by the State Planning Panel and Blacktown Local Planning Panel
- Effective computer skills
- Demonstrated superior communication skills and commitment to customer service
- Excellent liaison, negotiation skills and associated conflict resolution capabilities
- Ability to work within a team environment
- Availability to work flexible working hours
- Ability to work to key timeframes
- Experience in developing implementing and monitoring internal work procedures.

## 3 Authority

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The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent’s authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

## 4 Key accountabilities

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### Position specific

- Assist in meeting Development Assessment section’s performance targets
- Assist in the timely delivery of planning services to the customers
- Efficient and timely processing of development applications
- Provide input into the development of Council’s policies and objectives relating to improvement of the built environment
- Ensure that stakeholders are provided with the highest level of service to ensure that planning outcomes are acceptable to all involved in the assessment process

- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
  - familiarise yourself with our Volunteers policy and standard
  - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
  - undertake training needed to effectively coordinate volunteers
  - allocate sufficient time to volunteer coordination.

### Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

### Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

### Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

### Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

## 5 Duties

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- Provide town planning processing and inspection services to the development community.
- Report and be accountable to the relevant Team Leader – Planning Approvals regarding operational matters and professional issues, including policy development.
- Assist coordinating and supervising Town Planning duties within the Planning Approvals Teams.
- Institute and carry on legal proceedings in accordance with Council's delegation register.

- Assess applications for development (including Ministerial Determinations and SPP and prepare notices of determination under the provisions of the Environmental Planning and Assessment Act 1979 and in accordance with Council's delegated authority.
- Preparation of professional reports to, the State Planning Panel and Blacktown Local Planning Panel, the Land and Environment Court and the Manager of Development Assessment (MDA) as directed by Co-Ordinator Planning Assessment or MDA in a competent and timely manner as required.
- Check "linen plans" of subdivision to ensure that Council's requirements have been met.
- Prepare and sign correspondence in accordance with level of delegated authority.
- Undertake site inspections, as required.
- Ensure that applications, inspections, responses to correspondence and customer service matters are dealt with in accordance with agreed targets.
- Advise the relevant Co-Ordinator Planning Assessment when target times are unlikely to be met and the actions required to rectify the situation.
- Be available for telephone contact and counter enquiries in accordance with Development Services and Administration section's policy and, as directed.
- Assist the relevant Co-Ordinator Planning Assessment in making recommendations on town planning matters and in the preparation of reports to Council.
- Represent Council on town planning matters at public meetings, seminars and appeals to the Land and Environment Court.
- Provide an advisory service to Council's clients/stakeholders regarding professional matters.
- To act as Co-Ordinator Planning Assessment only in their absence.
- Undertake any other duties as directed by the relevant Co-Ordinator Planning Assessment and the Manager Development Assessment.
- Only when acting Co-Ordinator Planning Assessment in the Gateway team to undertake pre-lodgment meetings with applicants.
- Only when acting Co-Ordinator Planning Assessment assist in the provision of leadership and supervision of Planners within either the approvals or gateway teams and monitor their work where necessary.
- Check consents for minor developments or as directed by the Co-Ordinator Planning Assessment.
- Maintain knowledge of the relevant Acts, SEPPs, Planning Reforms and other evolving legislation relative to planning development.
- Volunteer management duties if applicable.
- Other duties as directed consistent with the operations of Council.

## 6 Performance criteria

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As per Council's performance management system.

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Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

## Acknowledgement and agreement

<b>Employee</b>	<b>Name</b>	<hr/>	
	<b>Signature</b>	<hr/>	<b>Date</b> <hr/>
<b>Supervisor</b>	<b>Name</b>	<hr/>	
	<b>Signature</b>	<hr/>	<b>Date</b> <hr/>