Position Title	Town Planner
Department	Planning
Unit	Development
Team	Planning
Supervises	N/A
Reports To	Team Leader Planning
Grade	G
Date Prepared	25/07/2019
Date Last Updated	4/04/2022

Our Vision & Values: A leading organisation that collaborates & innovates

We are committed to **safety**

We work as one **team**

We act with **integrity**

We care about our **customers**

We **continuously improve**

Primary purpose of position

Undertake the assessment of Development Applications and Subdivision Certificates (as required). Provide advice to the public, other Council staff, developers and public bodies on planning and subdivision matters as required. Prepare assessment reports and determination of applications within target times.

Accountabilities

- Assess development applications and subdivision certificates in accordance with Council's adopted policies.
- Prepare assessment reports and reports to Council on development proposals and attend Council's Local Planning Panel where required.
- Attend to members of the public at the counter and on the telephone.
- Prepare correspondence, reports and memorandums in relation to development matters.
- Prepare statements of evidence and attend the Land and Environment Court as an expert witness, as required.
- Coordinate comments from other areas, both inside and outside Council, relating to development matters.
- Undertake site inspections.
- Support Team Leader in respect to team building initiatives and training, work distribution and provision of technical advice.
- Meet relevant timeframes nominated by Council.
- Undertake general duties as directed by Coordinator / Team Leader.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Technical/ Professional Specialist		
Capability Group	**Capability Name**	**Level**
Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
Results	**Plan and Prioritise**	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Advanced	• Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships		
Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Plan and Prioritise	Adept	• Consults on and delivers team/ unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines

		• Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources		
Technology and Information	Intermediate	• Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations
Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct
All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety
All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management
All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience
Essential Qualifications
- Tertiary qualifications in town planning (or equivalent).
- Class C driver's licence

Essential Experience
- Previous demonstrated experience as a Development Assessment Officer / Town Planner with knowledge of relevant Acts and other statutory controls

Desirable Qualifications and or Experience
- Post graduate qualifications/experience in a related discipline i.e. Building, Planning or Engineering.

- In Current knowledge and understanding of trade related issues, current trends and industry best-practice and development.
- Knowledge of NCC related to Class 1 to 10 buildings.
- Previous experience working in Local Government

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☑
Does this position require incumbent to undergo criminal reference check?	☑	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☑	☐
Will incumbent need to make disclosure of pecuniary interest?	☑	☐
Could there be a conflict of interest with secondary employment?	☑	☐