



## POSITION DESCRIPTION

Position Title:	Graduate Town Planner
Directorate:	Environmental and Economic Development Services
Branch:	Environmental Services
Salary Grade:	5
Status of Position:	Fulltime
Hours of Work per week	35

## POSITION REPORTS TO:

Manager Planning and Development

## PRIMARY PURPOSE OF THE POSITION:

- To assist the Environmental Services Branch to effectively provide development assessment and compliance services to Council to enable it to meet statutory and community needs.

## KEY ACCOUNTABILITIES:

- Implement and monitor Council's Planning Strategies and prepare necessary reports and documentation in accordance with Council requirements;
- Implement and monitor the requirements of the *Environmental Planning and Assessment Act* and apply them where required;
- Provide planning advice to the Director Environmental and Economic Development Services (DEEDS), Manager, Council staff and the public in accordance with legislative requirements; and
- Identify and/or address environmental and planning issues in accordance with legislative requirements.
- The employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training as per Clause 8 of Local Government (State) Award 2014

## KEY CHALLENGES:

- Keeping up to date of all changes in legislation in the relevant areas and implementing required amendments to positions areas of responsibility within required timeframes;
- Dealing with conflicts and grievances from the public in relation to areas of responsibility
- Undertake role in accordance with Council's Planning Strategies and/or other key environmental and planning documents whilst in consideration of current legislative requirements



## KEY RELATIONSHIPS:

Who	Why
<b>Internal</b>	
Town Planner	<ul style="list-style-type: none"> <li>Provides direction and supervision for role</li> </ul>
Director	<ul style="list-style-type: none"> <li>Provides overall management of the Directorate and its employees</li> </ul>
Council Staff and Management	<ul style="list-style-type: none"> <li>Manage expectations and provide services</li> </ul>
<b>External</b>	
Customers/stakeholders	<ul style="list-style-type: none"> <li>Monitor, direct and address enquiries</li> <li>Ensure stakeholders expectations are being met</li> </ul>





## RECRUITMENT SELECTION CRITERIA:

### ESSENTIAL

1. Degree/Tertiary qualifications or equivalent in town planning or be undertaking study to attain the qualification.
2. Working knowledge of development assessment and environmental planning legislation;
3. Demonstrated well developed skills in the broad aspects of development control, ideally being the processing of development applications within a local government framework;
4. Demonstrated experience in the preparation and presentation of technical reports and submissions;
5. Effective communication skills, including oral and written, as well as well-developed analytical skills;
6. Well-developed skills in operating Microsoft Office computer applications.
7. Ability to work with minimum direct supervision and effectively in a team environment;
8. Ability to deal with a broad range of customers and community representatives in a courteous and professional manner;
9. A thorough knowledge and understanding of the principles and practices of Equal Employment Opportunity and Occupational Health and Safety and an ability to apply them to the work practices;
10. C Class Drivers Licence;



## KEY CAPABILITIES:

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Intermediate</b>
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence.

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</li> </ul>
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>Focus on key points and speak in 'Plain English'</li> <li>Clearly explain and present ideas and arguments</li> <li>Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Prepare written material that is well structured and easy to follow by the intended audience</li> <li>Communicate routine technical information clearly</li> </ul>



Group and Capability	Level	Behavioural Indicators
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Understand the team/unit objectives and align operational activities accordingly</li> <li>• Initiate, and develop team goals and plans and use feedback to inform future planning</li> <li>• Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>• Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals</li> <li>• Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>• Apply computer applications that enable performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Understand and comply with information and communications security and acceptable use policies</li> <li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li> </ul>