



## Position Description

POSITION TITLE:	<b>Planning Officer</b>
DEPARTMENT:	Planning and Environmental Services
REPORTS TO:	Planning Services Coordinator
LOCATION:	Administration Centre
SALARY SYSTEM GRADE:	Grade 5 – 7
REMUNERATION PACKAGE:	Superannuation Access to a range of salary packaging benefits
HOURS OF WORK:	35 hours per week (9 day fortnight)

### *Our Mission*

To meet the challenges of our unique and diverse region

### *Purpose of Position (purpose / objective of the position)*

The Planning Officer plays a critical role in delivering planning services to support sustainable economic growth and development in the Kyogle local government area.

### *Award Provisions*

Award:	Local Government (State) Award 2017
Award Grade:	Band 2 Level 1 – Band 3 Level 1

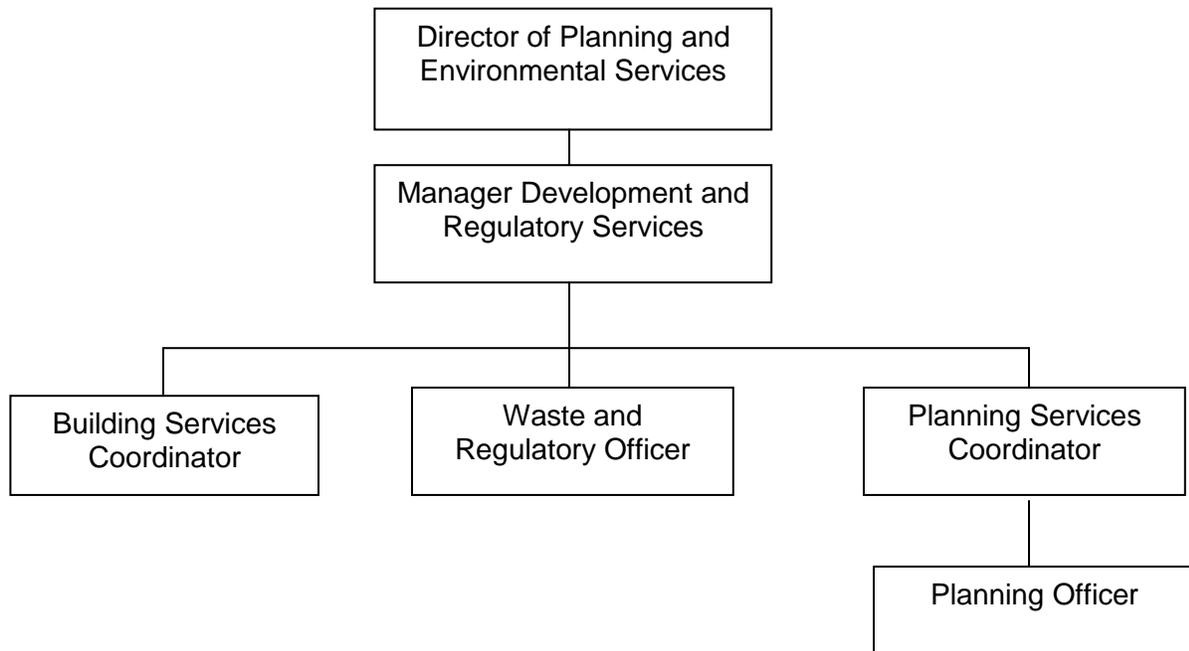
**Organisational Relationships:**  
*(the type of client/customer/community relationships that are critical to the effective functioning of the job)*

WITHIN DEPARTMENT:      Manager Development and Regulatory Services  
   Planning Services Coordinator  
   Technical and professional staff

WITHIN COUNCIL              Operational Staff  
   Salary staff  
   Contractors

EXTERNAL TO COUNCIL      Government Departments  
*(e.g. community, business & other government)*  
   Builders / Contractors  
   Residents  
   Consultants

**Organisational Chart:** *(Direct reporting relationships)*



## *Schedule of Duties*

- Assessing development applications in accordance with relevant legislation and planning instruments
- Assisting in the preparation of strategic and statutory planning documents such as Local Strategic Planning Statements, Local Environmental Plans and Development Control Plans
- Carrying out site inspections and monitoring the construction of new development to ensure compliance with approved plans and conditions of development consent
- Investigating unauthorised development
- Providing technical advice and preparing correspondence to internal and external stakeholders on planning and development matters
- Preparing reports on development, planning and other matters where required
- Assisting in developing and maintaining a team culture that values performance, continuous improvement and adherence to public sector values in the delivery of high quality services
- Application of the principles and practices of Equal Employment Opportunity and Work Health and Safety to the work place and practices.
- Other relevant duties as required.

## *Capabilities for the Role*

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

**This position is a ‘career-graded’ position which means professionals at various stages of their career may be assessed as suitable for appointment to the position**, depending on their qualifications and experience.

Table 1 outlines the full list of capabilities and the levels of competency required to be appointed at each Grade under 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.

Table 1 also outlines the qualifications and experience required to be appointed at each Grade under this position. The core technical requirements for this role include:

- Accredited tertiary qualification in Urban and Regional Planning, or nearing completion of qualification, and
- A Class C Drivers Licence.

Note: Table 1 (see page 3) outlines the full list of capabilities and the levels of competency required to be appointed at each Grade under this position.

**Table 1: Role requirements by Grade**

<b>Table 1: Role requirements by Grade</b>				
<b>Technical Requirements</b>		<b>Grade 5</b>	<b>Grade 6</b>	<b>Grade 7</b>
Tertiary qualification in Urban and Regional Planning and/or industry experience		Tertiary qualification and/or less than 2 years industry experience	Tertiary qualification and 2 – 5 years industry experience	Tertiary qualification 5+ years industry experience
Drivers Licence		Class C	Class C	Class C
<b>Role Capabilities</b>				
	<b>Manage Self</b>	<b>Adept</b>	<b>Adept</b>	<b>Advanced</b>
 <b>Personal attributes</b>	Display Resilience and Courage	Intermediate	Intermediate	Adept
	<b>Act with Integrity</b>	<b>Intermediate</b>	<b>Intermediate</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate	Intermediate	Adept
 <b>Relationships</b>	<b>Communicate and Engage</b>	<b>Intermediate</b>	<b>Intermediate</b>	<b>Adept</b>
	Community and Customer Focus	Intermediate	Intermediate	Adept
	<b>Work Collaboratively</b>	<b>Intermediate</b>	<b>Intermediate</b>	<b>Adept</b>
	<b>Influence and Negotiate</b>	<b>Intermediate</b>	<b>Intermediate</b>	<b>Adept</b>
 <b>Results</b>	<b>Plan and Prioritise</b>	<b>Intermediate</b>	<b>Intermediate</b>	<b>Adept</b>
	Think and Solve Problems	Intermediate	Intermediate	Adept
	Create and Innovate	Foundational	Foundational	Intermediate
	Deliver Results	Intermediate	Intermediate	Adept
 <b>Resources</b>	Finance	Foundational	Intermediate	Adept
	Assets and Tools	Foundational	Intermediate	Adept
	Technology and Information	Intermediate	Intermediate	Intermediate
	Procurement and Contracts	Intermediate	Intermediate	Adept

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment. The focus capabilities for this position are outlined in Table 2.

Table 2: Focus Capabilities			
Group and Capability	Grade	Level	Behavioural Indicators
<b>Personal Attributes</b> Manages Self <i>Shows drive and motivation, an awareness of strengths and weaknesses and a commitment to learning.</i>	5 – 6	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
	7	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates motivation to serve the community and organisation</li> <li>• Initiates team activity on organisation/unit projects, issues and opportunities</li> <li>• Seeks and accepts challenging assignments and other development opportunities</li> <li>• Seeks feedback broadly and asks others for help with own development areas</li> </ul>
<b>Personal Attributes</b> Act with Integrity <i>Is honest, ethical and professional and prepared to speak up for what is right.</i>	5 – 6	Intermediate	<ul style="list-style-type: none"> <li>• Maintains confidentiality of customer and organisational information</li> <li>• Is open, honest and consistent in words and behaviour</li> <li>• Takes steps to clarify ethical issues and seeks advice when unsure what to do</li> <li>• Helps others understand their obligations to follow the code of conduct, legislation and policies</li> <li>• Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest</li> </ul>

**Table 2: Focus Capabilities**

Group and Capability	Grade	Level	Behavioural Indicators
	7	Adept	<ul style="list-style-type: none"> <li>• Acts honestly, ethically and with discretion and encourages others to do so</li> <li>• Sets a tone of integrity and professionalism with customers and the team</li> <li>• Supports others to uphold professional standards and to report inappropriate behaviour</li> <li>• Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct</li> <li>• Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest</li> </ul>
<b>Relationships</b> Communicate and Engage <i>Communicates clearly and respectfully, listens and encourages input from others.</i>	5 – 6	Intermediate	<ul style="list-style-type: none"> <li>• Focuses on key points and communicates in plain English</li> <li>• Clearly explains and presents ideas and technical information</li> <li>• Monitors own and others non-verbal cues and adapts where necessary</li> <li>• Listens to others when they are speaking and asks appropriate, respectful questions</li> <li>• Shows sensitivity in adapting communication content and style to diverse audiences</li> </ul>
	7	Adept	<ul style="list-style-type: none"> <li>• Tailors content, pitch and style of communication to the needs and level of understanding of the audience</li> <li>• Clearly explains complex concepts and technical information</li> <li>• Adjusts style and approach flexibly for different audiences</li> <li>• Actively listens and encourages others to provide input</li> <li>• Writes fluently and persuasively in a range of styles and formats</li> </ul>

Table 2: Focus Capabilities			
Group and Capability	Grade	Level	Behavioural Indicators
<b>Relationships</b> Work Collaboratively <i>Is a respectful, inclusive and reliable team member, collaborates with others and values diversity.</i>	5 – 6	Intermediate	<ul style="list-style-type: none"> <li>Encourages an inclusive, supportive and co-operative team environment</li> <li>Shares information and learning within and across teams</li> <li>Works well with other team members and other colleagues</li> <li>Encourages input from people with different experiences, perspectives and beliefs</li> <li>Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
	7	Advanced	<ul style="list-style-type: none"> <li>Contributes to a culture of respect and understanding in the organisation</li> <li>Creates an atmosphere of trust and mutual respect within the team</li> <li>Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>Identifies opportunities to work together with other teams/units</li> <li>Acts as a resource for other team/units on complex or technical matters</li> </ul>
<b>Relationships</b> Influence and Negotiate <i>Persuades and gains commitment from others and resolves issues and conflicts.</i>	5 – 6	Intermediate	<ul style="list-style-type: none"> <li>Builds a network of work contacts across the organisation</li> <li>Approaches negotiations in the spirit of cooperation</li> <li>Puts forward a valid argument using facts, knowledge and experience</li> <li>Asks questions to understand others' interests, needs and concerns</li> <li>Works with others to generate options that address the main needs and concerns of all parties</li> </ul>

**Table 2: Focus Capabilities**

Group and Capability	Grade	Level	Behavioural Indicators
	7	Adept	<ul style="list-style-type: none"> <li>• Builds a network or work contacts/relationships inside and outside the organisation</li> <li>• Approaches negotiations in the spirit of maintaining and strengthening relationships</li> <li>• Negotiates from an informed and credible position</li> <li>• Influences others with a fair and considered approach and sound arguments</li> <li>• Encourages others to share and debate ideas</li> </ul>
<b>Results</b> Plan and Prioritise <i>Plan and organise work in line with organisational goals and adjusts to changing priorities</i>	5 – 6	Intermediate	<ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules</li> <li>• Provides feedback to inform future planning and work schedules</li> </ul>
	7	Adept	<ul style="list-style-type: none"> <li>• Consults on and delivers team/unit goals and plans with clear performance measures</li> <li>• Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>• Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>• Manages risks effectively, minimising the impacts of variances from project plans</li> <li>• Monitors progress, makes adjustments and evaluates outcomes to inform future planning</li> </ul>

**Role Specific Skills**

To be eligible for progression through Council's salary system, staff must demonstrate the role-based skills outlined in Table 3 below, in addition to meeting the technical requirements relevant to each Grade, and demonstrating competency in the core capabilities described under the Local Government Capability Framework relevant to each Level.

**Table 3: Role skills**

Level	Skill required
<b>1 (Grade 5 Step 1)</b>	<ul style="list-style-type: none"> <li>• Sound understanding of planning legislation including the development assessment process and able to accurately interpret and apply planning legislation</li> <li>• Able to assess basic development applications and appropriately apply a range of conditions as necessary</li> <li>• Coordinates input from other business areas in the assessment of development applications</li> <li>• Able to prepare planning reports and written correspondence in response to simple planning and development matters</li> <li>• Able to undertake site inspections under the supervision/guidance of the Planning Services Coordinator</li> <li>• Able to research planning and development issues and make appropriate recommendations for resolution</li> <li>• Able to manage enquiries on simple planning and development related matters and prepare appropriate written responses or provide verbal advice to customers</li> <li>• Able to provide accurate advice to internal and external stakeholders in response to simple planning and development matters</li> <li>• Effectively participates in meetings with internal and external stakeholders</li> <li>• Maintains accurate work records.</li> </ul>
<b>2 (Grade 5 Step 2)</b>	<p>In addition to skills under Level 1:</p> <ul style="list-style-type: none"> <li>• Effectively monitors the construction and/or implementation of new development and able to make appropriate recommendations for action in response to non-compliance with conditions of development consent</li> <li>• Arranges and/or ensures notification of development applications where necessary.</li> <li>• Able to assist the Planning Services Coordinator with actions relating to regulating unlawful or unapproved development.</li> </ul>

**Table 3: Role skills**

Level	Skill required
<b>3</b> <b>(Grade 6 Step 2)</b>	<p>In addition to skills under Level 2:</p> <ul style="list-style-type: none"> <li>• Good working knowledge and understanding of planning and development related legislation</li> <li>• Able to assess a range of typical development applications and appropriately apply development conditions as necessary</li> <li>• Able to prepare planning reports and written correspondence in response to a range planning and development scenarios</li> <li>• Able to undertake site inspections autonomously</li> <li>• Able to manage enquiries on a range of planning and development related matters and prepare appropriate written responses or provide verbal advice to customers</li> <li>• Able to provide accurate advice to internal and external stakeholders in response to a range of planning and development matters</li> <li>• Able to autonomously participate in meetings with internal and external stakeholders in response to a range of development assessment matters</li> <li>• Able to investigate unauthorised development under the supervision/guidance of the Planning Services Coordinator and make appropriate recommendations for action.</li> <li>• Able to review planning and development related legislation, regulation, policies and proposals and accurately identify implications for Council.</li> </ul>
<b>4</b> <b>(Grade 6 Step 3)</b>	<p>In addition to skills under Level 3:</p> <ul style="list-style-type: none"> <li>• Develops operational work procedures and guides relating to development assessment process</li> <li>• Sound understanding of strategic planning principles and legislation and procedures related to making and amendment of planning instruments</li> <li>• Able to assist the Planning Services Coordinator in preparation of strategic planning documents and plans.</li> </ul>
<b>5</b> <b>(Grade 6 Step 4)</b>	<p>In addition to the skills under Level 4:</p> <ul style="list-style-type: none"> <li>• Effectively monitors the construction and/or implementation of new development and leads appropriate action in response to non-compliance with conditions of development consent.</li> <li>• Prepares reports on Council's development assessment and approval activity</li> <li>• Design and implement development assessment related customer service improvements (e.g. e-Planning, on-line DA lodgement and tracking systems, website improvements) under the supervision of the Planning Services Coordinator.</li> </ul>

**Table 3: Role skills**

Level	Skill required
<b>6</b> <b>(Grade 7</b> <b>Step 3)</b>	<p>In addition to skills under Level 5:</p> <ul style="list-style-type: none"> <li>• Thorough knowledge and understanding of planning and development related legislation</li> <li>• Able to assess complex development applications and appropriately apply development conditions as necessary</li> <li>• Able to prepare planning reports and written correspondence in response to complex planning and development scenarios</li> <li>• Able to provide accurate advice to internal and external stakeholders in response to complex planning and development matters</li> <li>• Effectively participates in meetings with internal and external stakeholders in response to complex planning and development matters</li> <li>• Able to autonomously investigate unauthorised development and make appropriate recommendations for action</li> <li>• Reviews development assessment practice and key operating procedures and makes recommendations for continuous improvement</li> <li>• Prepares draft reports to Council for review by the Planning Services Coordinator.</li> </ul>
<b>7</b> <b>Grade 7</b> <b>Step 4)</b>	<p>In addition to the skills under Level 6:</p> <ul style="list-style-type: none"> <li>• Able to lead preparation and implementation of minor and administrative amendments to strategic planning documents, including management of the statutory amendment process</li> <li>• Ability to initiate and manage actions relating to regulating unlawful or unapproved development, under the supervision of the Planning Services Coordinator.</li> </ul>

### *Acceptance of Position Description*

I, \_\_\_\_\_, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties as on

\_\_\_\_\_ (date)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_