

Position Description

TITLE	Town Planner	
CLASSIFICATION	Band 5	(12 month contract)
SERVICE UNIT	Statutory Planning	
DIRECTORATE	City Planning & Community	
POSITION NO	442203	
POSITION REPORTS TO	Coordinator Statutory Planning	
DATE REVIEWED	February 2020	

POSITION OBJECTIVE

This position assist with the administration of the Manningham Planning Scheme and all relevant Acts. This is achieved through facilitating appropriate land use and development outcomes for the municipality.

CORPORATE RESPONSIBILITIES

Manningham City Council (MCC) expects all employees to:

- display MCC's Values: honesty, inclusiveness, transparency, equity and respect
- act in accordance with the Employee Code of Conduct
- adhere to all MCC policies, procedures and guidelines as required
- adopt risk management principles in all decision-making processes and apply in day-to-day activities
- comply with all Occupational Health & Safety policies
- apply the principles of Equal Opportunity in the workplace
- display a willingness to work towards Continuous Improvement.

KEY RESPONSIBILITIES

1. Application Assessment

- Process town planning applications.
- Prepare reports to MCC's Delegate and to Council.
- Process plans and amendments relating to planning permits.
- Handle planning appeals at the Victorian Civil and Administrative Tribunal (VCAT).
- Check Building applications to determine need for planning approval and follow up outstanding planning permit conditions with applicants.
- Inspect completed developments across the municipality to ensure compliance with planning controls.

2. Customer Service and Technical Advice

- Provide advice to developers and their consultants in respect of policies, guidelines and general design matters.
- Provide advice to members of the public in respect of all statutory processes and timing.

POSITION REQUIREMENTS

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| Accountability and Extent of Authority | <ul style="list-style-type: none">• Accountable for the accurate consideration of planning applications for MCC or delegate.• Authority to represent MCC before VCAT in relation to minor planning appeals. |
| Judgement and Decision Making | <ul style="list-style-type: none">• Use judgement to assess planning applications in accordance with Planning Scheme objectives/controls, MCC policies and objections/referrals.• Guidance is available when required. |
| Specialist Knowledge and Skills | <ul style="list-style-type: none">• Knowledge of relevant legislation and all relevant State Government policies and amendments.• Good written communication skills including the ability to prepare concise reports.• Ability to interpret building plans and related documentation.• Computer skills (including Microsoft Office, GIS, planning and records management databases). |
| Management Skills | <ul style="list-style-type: none">• Ability to manage time and organise work outputs so as to meet objectives and timelines. |
| Interpersonal Skills | <ul style="list-style-type: none">• Effective communication skills, including the ability to use persuasive language, to discuss issues with stakeholders to achieve positive planning outcomes.• Demonstrated ability to apply active listening techniques. |
| Qualifications and Experience | <ul style="list-style-type: none">• Tertiary qualification in town planning.• Drivers licence valid in Victoria |

PREREQUISITES

- Tertiary qualification in town planning.
- Drivers licence valid in Victoria

KEY SELECTION CRITERIA

1. Knowledge of relevant legislation and all relevant State Government policies and amendments.
2. Ability to interpret building plans and related documentation.
3. Use judgement to assess planning applications in accordance with Planning Scheme objectives/controls, MCC policies and objections/referrals.
4. Ability to manage time and organise work outputs so as to meet objectives and timelines.
5. Good written communication skills including the ability to prepare concise reports.
6. Effective communication skills, including the ability to use persuasive language, to discuss issues with stakeholders to achieve positive planning outcomes.