



Position Description

Position Summary

Position Title:	Town Planner – Development Assessment
Position Status:	Permanent, full time
Reports to:	Coordinator Development Assessment
Location:	Administration Building Cnr Tamar and Cherry Streets, Ballina
Applicable Grade:	Grade 17

Position Objective

- To effectively provide development assessment and compliance services to Council to meet statutory and community needs.
- To undertake the assessment and determination of proposals for development and associated regulatory planning functions.
- To work in a complementary manner within the operational framework of the Division and Section.
- To provide supervisory support to junior planning staff.

Organisational Relationships

Within Division:	Director Planning and Environmental Health Manager Development Services Town Planners Planning and Environmental Health Division staff	Coordinator Development Assessment Environmental Scientist
Within Council:	General Manager All Council employees	Executive Team Councillors
External to Council:	Members of the public Government offices	Local businesses Public authorities

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide professional and timely advice to applicants and Council staff regarding development related applications, development and planning legislation and associated matters in a timely and courteous manner.
- Interpret and apply technical concepts and practices to resolve formal complaints, problems and explain policy.
- Promote a positive image for Council through efficient and effective responses to all public enquiries.

Development Assessment

- Effectively provide development assessment and compliance services to Council to enable it to meet statutory and community needs.
- Assess and determine development applications and carry out associated regulatory functions according to relevant statutes, legislation and Council policies and procedures.
- Undertake inspections of applications to ensure compliance.
- Investigate complaints and non-compliance in an impartial manner and promptly respond to and manage identified problems.
- Seek to identify planning solutions and to undertake mediation between parties to a development related dispute.
- Assist in the development of strategies, programs and operations that will enhance Council's development processing performance.
- Carry out other functions and responsibilities as directed.

Team Leadership

- Participate in on-the-job training of less experienced Town Planners.
- Uses knowledge to keep other staff up to date with development assessment related matters.
- Participate as a positive team member and contribute to the achievement of team goals and objectives.
- Assist in facilitating the development of team goals and priorities and in maintaining team harmony.
- Assist Manager and Coordinator in the assessment of staff performance.

Written Communication

- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Prepare clear and concise reports to Council and relevant governing bodies on issues as they relate to this position.
- Prepare material for use by the public that clearly and succinctly explains Council policies.
- Contribute to the development of Council policies that reflect the culture, values and objectives of the organisation.

Financial Management

- Ensure works are undertaken and finances are managed within specified budgets.
- Ensure works are undertaken in compliance with designated resource allocation.
- Financial progress reports are provided to management in a clear and concise manner according to Council requirements.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies.

Continual Improvement

- Contribute to process, systems and procedures improvements that deliver quality services and projects.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and human resources policies such as timekeeping, records management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct and uphold Council values</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan.

Selection Criteria

The following essential and desirable criteria must be addressed as part of your application. Applications that do not address these criteria will not be considered.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Tertiary qualifications at degree level in Town Planning or related discipline.
- Demonstrated extensive professional experience in development assessment.
- Demonstrated knowledge and understanding of the Local Government Act.
- Demonstrated knowledge and understanding of the Environmental Planning and Assessment Act.
- Proven ability to work individually and as part of a team.
- Demonstrated high level communication skills, both oral and written, including the ability to prepare and present technical reports and submissions.
- Demonstrated experience and competence in the use and application of the Microsoft Office suite.
- Current class C driver licence.
- Knowledge and understanding of the principles and practices of risk and environmental management, equal opportunity and work health and safety and an ability and commitment to apply them to works practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Experience in the supervision of staff.
- Interpersonal and conflict resolution skills.
- Previous Local Government experience.
- Commitment to continuing professional development.

APPLICATIONS CLOSE: Friday 12 March 2021

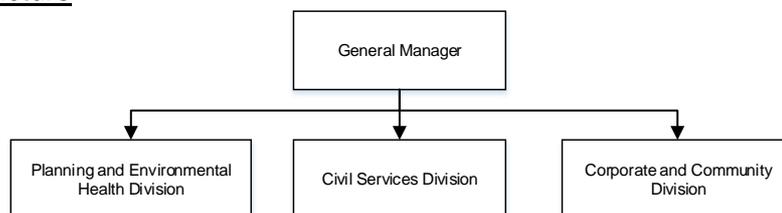
Position Overview

Reporting to the Manager Development Services, the position of Town Planner operates within Council's multi-disciplinary Planning and Environmental Health Division. The position is responsible for providing a high level of professional advice and support in the provision of development assessment and compliance services to meet community needs and achieve planning outcomes.

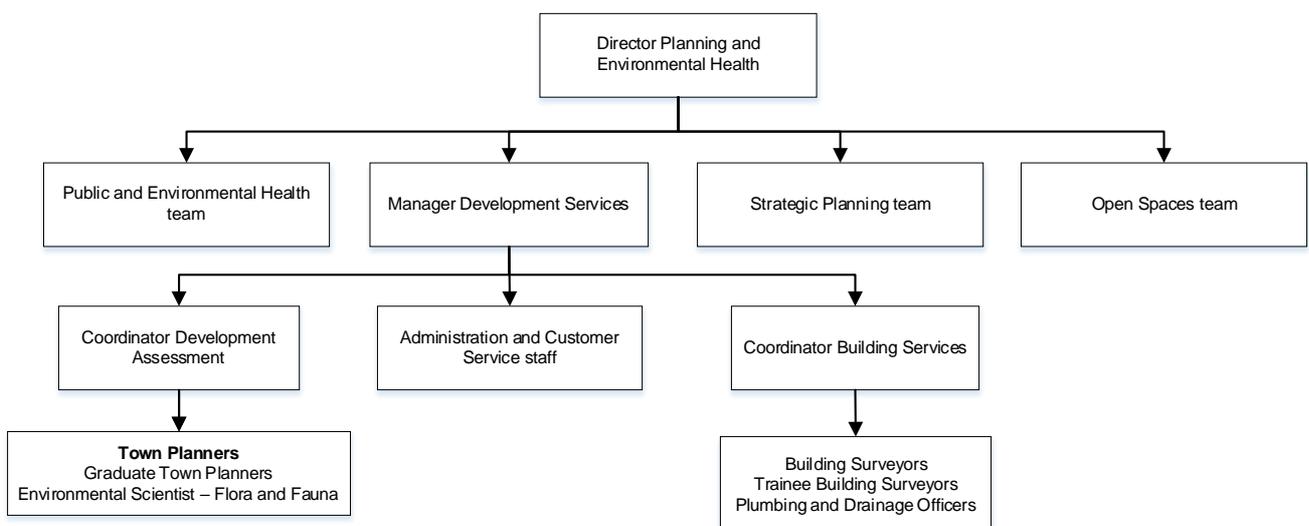
A key aspect of this senior role will require you to work closely with the Manager to provide supervisory support to junior planning staff and to ensure section goals and objectives are achieved.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Town Planner, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Medical self assessment – the completion of Council's Pre-employment Medical Self Assessment form to assess overall health and well-being to determine suitability to the duties of the position.
- Qualification verification check.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award. The position of Town Planner is assessed at Grade 17 under Council's salary structure, and provides an annual salary range of \$90,700 to \$104,000 (plus superannuation), dependent upon experience, skills and qualifications.

In addition, employees have access to a range of other benefits including educational assistance initiatives, a very attractive training support program and a subsidised non-compulsory uniform.

A leaseback vehicle for work and private use is also available in accordance with Council's Light Motor Vehicle Policy.

Application Requirements

Applicants must submit documentation addressing the selection criteria for the position. The essential and desirable criteria for the position of Town Planner are listed in the Position Description. Applications that do not address these criteria will not be considered. In addition, a resume with the following details needs to be provided:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Submission of Application

Applications can be submitted on line via the following link:

<https://ballina.nsw.gov.au/careers--88>

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Town Planner is as follows:

Closing date:	Friday 12 March 2021
Interview date:	Week commencing 29 March 2021
Candidates notified of outcome:	Week commencing 5 April 2021

For further information on this recruitment process, please refer to Council's website or contact Council's People and Culture section on 02 6686 1443.