

POSITION DESCRIPTION

Position Title:	Graduate Growth Planner	Position Code:	6-GP
Division:	Development and Environment	Grade:	F
Location:	Dubbo / Wellington	Hours/Week:	35
Reports to:	Growth Planning Team Leader		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Graduate Growth Planner is responsible for providing effective and efficient liaison with developers, members of the public, Council's Development Unit and Council Officers with the objective of facilitating the continuing sustainable development of the City.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Customer Service	<ul style="list-style-type: none"> By the maintenance of good public relations promote the image of Council as an effective and efficient organisation Provide advice on the interpretation of strategic landuse policy, LEP's and DCP's. Provide advice on Statutory Planning matters as required. Participate in pre-lodgement meetings.
Policy Development & Review	<ul style="list-style-type: none"> Undertake development and review of strategic landuse strategies and policies to guide the further sustainable growth and development of the LGA in consultation with the Growth Planning Team Leader. Assist in review of Council's Development Control Plans and Structure Plans.
Education & Engagement	<ul style="list-style-type: none"> To ensure proactive communication, education and engagement with developers, builders, consultants, the real estate industry and the wider community with the objective of facilitating the continuing sustainable development of the City.
Strategic Planning Services Team Support	<ul style="list-style-type: none"> Participate and contribute to an effective and productive team Undertake any other duties as requested by the Growth Planning Team Leader, and the Manager Growth Planning.

Inherent Requirements of the Position

- Class C Drivers licence.

- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.

Selection Criteria

Essential

1. Bachelor Degree in Planning, Environmental Science, Geography or a related discipline or substantial completion.
2. Commitment to exceptional customer service
3. Well developed computer skills
4. Well developed written and oral communication skills
5. Developing knowledge of contemporary strategic planning systems and techniques
6. Working knowledge of NSW Planning Legislation frameworks

Desirable

7. Understanding of the NSW Integrated Planning and Reporting Framework

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
 - Be Curious, Courageous And Committed
- **Sustainable**
 - Balanced Approach To Growth & Opportunity
- **One Team**
 - Working Together
- **Integrity**
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable

	<ul style="list-style-type: none"> The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> Council's adopted Code of Conduct. Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: