

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Senior Planning Officer	
CLASSIFICATION	ANZSCO CODE
Band 6	-
DEPARTMENT	DIVISION
Statutory Planning	Development and Growth
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	The Phoenix, 25 Armstrong Street South, Ballarat 3350

ORGANISATIONAL CONTEXT

As a result of significant population growth, Ballarat is now one of the largest inland regional cities in Australia. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

The Statutory Planning Unit sits within the Development and Growth Directorate. Statutory Planning is responsible for the processing of planning permit applications and the provision of advice in accordance with the *Planning and Environment Act 1987* and the *Subdivision Act 1988*.

The City of Ballarat’s values are on the left. In addition to this, Statutory Planning has developed its own ‘brand terms’. These terms are aspirational and describe the manner in which the team wishes to be viewed both internally and externally. The brand terms and their related icons are set out below on the right.

Our Core Values

The City of Ballarat’s core values guide our behaviours and demonstrate what we stand for as an organisation.

They were developed for and by our people.

 We are honest and transparent	
 We are accountable	 We value everyone
 We work with and for our community	 We work together



Position Objectives

- To assist in the performance of Council’s statutory planning duties and to ensure compliance with the *Planning and Environment Act 1987*, *Subdivision Act 1988*, the Ballarat Planning Scheme and other related legislation;
- To provide efficient and timely assistance and planning advice;
- Ensure recommendations and decisions comply with legislative requirements; and

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- To ensure the provision of a prompt and courteous service in response to all enquiries relevant to matters administered by the Statutory Planning team.

Key Responsibility Areas

- Assess and report on a range of planning applications and relevant associated matters;
- Provide sound town planning and subdivision advice and assistance to team members and external stakeholders in respect to planning and subdivision principles, policies, practices and legislation and in the preparation of reports for Council and at public forums, including at the Victorian Civil and Administrative Tribunal (VCAT);
- Bring matters requiring potential enforcement action to the attention of Council's Regulatory Services Unit;
- Provide input into statutory and strategic planning policy, issues and processes on an individual or group basis as required;
- Participate and contribute to team meetings to improve processes and enhance consistency in statutory assessments;
- Conduct, participate in and chair without supervision as required mediation meetings held with applicants and submitters to planning applications;
- Take reasonable care for their safety and the safety of others who may be impacted upon by their actions. Employees must also ensure they cooperate with the employer in relation to any action(s) that the employer has taken to comply with the OHS Act 2004;
- Practice and promote Council's EEO principles by treating fellow staff fairly and equitably and without discrimination and harassment; and
- Promote a positive image of the Council to members of the public through the provision of services/advice in a courteous and efficient manner

All Employees and Volunteers -

- Report hazards and incidents as soon as possible;
- Constructive participation in investigations and assistance in implementing corrective actions; and
- Wear PPE and follow safe work procedures as directed.

REPORTS TO:	DIRECT REPORTS: Nil
Manager, Statutory Planning	
ORGANISATIONAL RELATIONSHIPS	
Internal: Development and Growth Officers; All other Council work areas	External: Developers; Licensed Surveyors; Landowners; Consultants; Service authorities; Industry groups; Government authorities; General public; and Other municipalities

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Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Accountable for the timely, accurate, thorough and professional advice and analysis of planning applications and related matters based on policy and procedures with supervision from the Manager and Coordinators, Statutory Planning;
- Accountable for the efficient preparation of delegate and Council reports and assessing more complex planning applications; and
- Responsible for the preparation of permits and enforceable permit conditions, the prompt assessment of more complex proposals, the early identification of potential issues and the provision of accurate advice to relevant stakeholders.

Judgement and Decision Making

- Demonstrated ability to develop strategies in the processing of planning applications to achieve timely and appropriate decisions;
- The ability to negotiate with applicants and objectors and develop options in order to achieve compliance with Council policies;
- To provide input into the review of planning policies and procedures as appropriate;
- Act as a delegate in accordance with the Schedule of Delegation; and
- Assist the Manager in ensuring the maintenance of all appropriate systems within the department for the administration and enforcement of the *Planning and Environment Act 1987* and Ballarat Planning Scheme.

Specialist Skills and Knowledge

- Advanced understanding of planning systems and related legislation, regulations and processes and the ability to effectively communicate this understanding to relevant stakeholders;
- An understanding of heritage, urban design and environmental planning principles;
- Ability to interpret the implications of more complex land use and development applications within the context of relevant Acts and planning scheme provisions; and
- Administrative and computer application skills applicable to statutory planning.

Management Skills

- Demonstrated ability to effectively assist other staff;
- Demonstrated ability to manage own time, plan and organise own work;
- Demonstrated ability to assist in analysing and improving processes;
- Demonstrated ability to organise workload to achieve the annual work plan and the objectives of Council and the Statutory Planning team; and
- Demonstrated ability to develop process improvement initiatives

Interpersonal Skills

- Developed oral and written communication skills;
- Demonstrated ability to mediate outcomes;
- Demonstrated ability to discuss complex planning issues with members of the public and external agencies in order to explain the proposal, planning principles and processes;
- Proven ability to relate effectively to difficult customers;
- Developed skills in report writing and the preparation of external correspondence; and
- Confident negotiation skills

Qualifications and Experience

- Tertiary qualification in town planning or closely related discipline and several years' experience working in the statutory planning field, preferably in the state or local government sector or a lesser formal qualification and substantial experience in town planning, preferably in the state or local government sector;
- Experience in presenting at VCAT and negotiating outcomes in this or similar formal legal

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environments;

- Proven experience in dealing with applicants/clients and the public on more complex statutory planning matters; and
- A current driver's license.

SELECTION CRITERIA

- Tertiary qualification in town planning or closely related discipline and several years' experience working in a statutory planning environment, preferably in the state or local government sector or a lesser formal qualification and substantial experience in a town planning environment, preferably in the state or local government sector;
- Advanced understanding of the Victorian planning system, including the *Planning and Environment Act 1987* and the Victoria Planning Provisions (VPPs)
- Understanding of heritage, urban design and environmental planning principles and their relationship to statutory planning processes;
- Experience in advocating at, or briefing representatives for, VCAT or similar forums;
- Developed written skills, particularly report writing and preparation of external correspondence;
- Demonstrated verbal communication skills, including the ability to mediate outcomes;
- Demonstrated ability to effectively manage own time and workload to ensure that the Statutory Planning Unit meets its Key Performance Indicators (KPIs); and
- Demonstrated ability in developing and implementing process improvement initiatives.

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.