

<b>Classification</b>	Exec Officer Lvl2	<b>Status</b>	Full Time /Part Time
<b>Department</b>	Development		
<b>Reporting to</b>	Executive Manager Development		
<b>Reports</b>	Nil		

**Our organisation**

Derwent Valley Council is the key driver of community and economic growth for the region. Located in New Norfolk, the municipality covers approximately 4,111 sq. km, including a 2,789 km World Heritage area, and has a population of approximately 9,700. The organisation delivers a range of services and programs for the community and is a values based organisation with a committed workforce. The organisational values are:-

- Quality Service
- Collaboration
- Growth
- Integrity
- Wellbeing

**Purpose of the position**

- The Planner Officer position is responsible for :
  - Provision of timely and professional planning advice to members of the public and internal customers, including General Manager, Council officers and the Mayor and Councillors.
  - With some supervision/mentoring, undertaking the administration, coordination and statutory assessments of statutory planning applications, in accordance with Council's responsibilities and delegations (including those as a planning permit authority) and the objectives and statutory requirements of the Resource Management and Planning System (RMPS) of Tasmania.
  - Development of and contribution to the development of Council policies.
  - Representation of Council and advocacy of planning decisions at various forums, including the Tasmanian Civil and Administrative Tribunal.
  - Ensure consultation is undertaken with the public and other external stakeholders and referral agencies in accordance with legislative requirements and Council decisions and policies.

- Monitoring of compliance with permit conditions and the provisions of the planning scheme, undertaking and contributing to enforcement action for non-compliance.
- Assisting Council in furthering sustainable development within the municipality in accordance with the Strategic Plan and Council decisions, policies and relevant governing legislation.

Key Result Area	Deliverables
<b>Organisational relationship</b>	<p><b>Direct Reports</b> - nil</p> <p><b>Internal Liaisons</b> – all Council staff, including General Manager and Executive Managers</p> <p><b>External Liaisons</b></p> <ul style="list-style-type: none"> <li>• Members of the community, government agencies, solicitors, real estate agents etc. A high standard of professionalism and customer service are mandatory and the incumbent must display a positive and constructive approach towards Council and its activities.</li> </ul>
<b>Code of conduct</b>	<ul style="list-style-type: none"> <li>• Council is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace. Councils Code of Conduct for employees details the principles of good conduct and standards of behaviour. Council has determined that the community can reasonably expect employees to demonstrate this in the performance of their duties and functions.</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>• Promote and adhere to Council’s Workplace Values of:- <ul style="list-style-type: none"> <li>– Quality Service</li> <li>– Collaboration</li> <li>– Growth</li> <li>– Integrity</li> <li>– Wellbeing</li> </ul> </li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Build and maintain effective relationships, encouraging the development of the team with the skills and knowledge required to meet objectives</li> </ul>
<b>Customer service</b>	<ul style="list-style-type: none"> <li>• Provide a high level of internal and external customer service and comply with the Councils Customer Service Charter at all times</li> </ul>
<b>Confidentiality and privacy</b>	<ul style="list-style-type: none"> <li>• Keep all sensitive and personal information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment confidential, even after completion of employment.</li> <li>• Ensure compliance with:-</li> </ul>

	<ul style="list-style-type: none"> <li>- <i>Right to Information Act 2009</i></li> <li>- <i>Information Privacy Act 2009</i></li> <li>- <i>Personal Information Protection Act 2004 (TAS)</i></li> </ul>
<b>Records management</b>	<ul style="list-style-type: none"> <li>• Ensure records are used, maintained and managed in accordance with the Council's Information Management Policy.</li> </ul>
<b>Risk management</b>	<ul style="list-style-type: none"> <li>• Maintain an active awareness of Risk Management issues and practices concerning the workplace. Assist Council to mitigate risk by promoting risk awareness throughout the organisation.</li> </ul>
<b>Additional duties</b>	<ul style="list-style-type: none"> <li>• Other duties as required from time to time, including the provision of planning services to neighbouring municipalities in accordance with any resource sharing agreements established by the respective Councils</li> </ul>

<b>Special conditions</b>
<ul style="list-style-type: none"> <li>• Applicants will be required to undergo pre-employment checks including but not limited to a National Police Check and pre-employment medical.</li> <li>• A current Driver's licence is required.</li> </ul>
<b>Corporate accountabilities</b>
<ul style="list-style-type: none"> <li>• All staff are required to observe the following corporate accountabilities:- <ul style="list-style-type: none"> <li>- Compliance with all legislative requirements;</li> <li>- Understand and promote Council's Objectives;</li> <li>- Adhere to Council's plans, policies, procedures and codes.</li> </ul> </li> </ul>
<b>Extent of authority</b>
<p><b>Judgement and Decision Making</b></p> <ul style="list-style-type: none"> <li>• Judgement and decisions will be guided by practices, procedures or precedent or will be made in consultation with Executive Manager.</li> <li>• Within area of knowledge and skill, take action to ensure completion of projects to required standard and ensure excellence in stakeholder engagement and delivery of quality customer service.</li> </ul> <p><b>Delegations and Extent of Authority</b></p> <ul style="list-style-type: none"> <li>• As per Council's delegation and authorisation register.</li> </ul>
<b>Personal attributes</b>
<ul style="list-style-type: none"> <li>• Strong organisational and administrative skills.</li> <li>• Ability to work independently as well as an important member of the broader team.</li> </ul>

- Strong interpersonal and communication skills with the ability to liaise and communicate with all members of the community and other professionals as well as develop documentation to a high standard.
- Ability to prioritise tasks from multiple stakeholders, meet deadlines and work autonomously and under limited supervision.

## **Selection criteria**

### **Education and qualifications**

- A professional qualification, or progress towards a professional qualification, in planning or an equivalent field with relevant experience. Membership of, or demonstration of eligibility for membership to, the Planning Institute of Australia (at a student level or greater).

### **Technical knowledge and/or experience**

- Demonstration of an understanding of relevant planning issues, including knowledge of the Tasmanian Resource Management and Planning System.
- Demonstration of experience interpreting and applying planning schemes, policies, legislation and regulations and providing sound technical advice with a high degree of accuracy.
- Previous experience in Local Government is desirable.

### **Sound judgement and collaboration**

- Demonstration of initiative and the ability to achieve desired outcomes while operating in a complex and political environment with conflicting priorities and competing deadlines.
- Demonstration of stakeholder engagement skills, including the abilities of negotiation and conflict resolution.

### **Communication skills**

- Demonstration of highly developed written and oral communication skills with attention to detail, and the ability to represent Council at a professional level.
- Demonstrated computer literacy in the Microsoft suite of software, GIS software and ability to learn new software as required.