



Position Description

As At 09-Nov-2017

Position Title:	Planning Coordinator
Position Code:	1223
Department:	Development Services
Business Unit:	Building, Planning & Compliance
Work Group:	Planning
Position Classification:	Band 8
Effective Date:	November 2017

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

1.0 Position Objectives

- 1.1 To effectively coordinate the operation of statutory planning services to achieve compliance and excellent customer service as part of the Rural City of Wangaratta's Development Services unit, while delivering, supporting and improving the quality and capability of services the organisation provides.

2.0 Key Responsibilities

- 2.1 Efficiently and effectively co-ordinate and lead Council's statutory planning services including planning permit application, planning scheme amendment and subdivision processes, so that the work team meets all relevant legislative and organisational requirements and provides excellent customer service.
- 2.2 Supervise and provide effective guidance, direction and management to all members of the statutory planning team, including development and achievement of work plans, and a focus on process improvement and quality outcomes.
- 2.3 Provide effective, timely, high quality and comprehensive advice to all Council's customers regarding statutory planning, including informing and educating the community.
- 2.4 Manage the monitoring of legislative compliance and advise management and take action on breaches using appropriate enforcement procedures.
- 2.5 Liaise with other Government and appropriate non-government agencies, organisations and groups to ensure that the delivery of Council's town planning services are relevant, best practice and operating in accordance with the latest legislative requirements
- 2.6 Develop strategies in conjunction with the Manager to assist Council to provide high quality decision making and strategic planning outcomes for all stakeholders.
- 2.7 Represent Council before the Victorian Civil and Administrative Tribunal, Planning Panels, court hearings, advisory bodies and other forums as may be required on planning matters.
- 2.8 Co-ordinate the preparation, ongoing implementation and review of the statutory planning budget in conjunction with the Manager.
- 2.9 Carry out duties as reasonably directed by the Manager and Director.

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3.0 Core Physical Requirements

- 3.1 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.
- 3.2 Capacity to undertake site inspections involving working on uneven surfaces.
- 3.3 Capacity to drive a motor vehicle.

4.0 Accountability and Extent of Authority

- 4.1 Responsible for the day-to-day administration and operation, and continuous improvement of the statutory planning function of the Council including procedural, operational, staffing and budgetary coordination.
- 4.2 Accountable for accurate and effective decision making and reporting in accordance with all relevant legislative requirements and Council's policies and procedures, including to exercise the powers and duties that are delegated by Council and the Chief Executive Officer to this position.
- 4.3 Authority to interpret and advise customers on the Planning Scheme, relevant legislation and the Council's goals, values and aspirations.
- 4.4 Authority to represent Council at the Victorian Civil and Administrative Tribunal hearings, Planning Panels, court hearings, advisory bodies and other forums as required, and attend meetings outside of business hours when required.
- 4.5 Authority to initiate policy development and other improvements in conjunction with the Manager which may enhance the successful development and operation of Council's statutory planning functions.

5.0 Judgement and Decision Making

- 5.1 Required to assess and deal with all matters subject to the position, under delegated authority, governed by the goals and policies of the Council.
- 5.2 The nature of the work is specialised, with methods, processes and procedures developed in accordance with legislative requirements, experience, theory and precedent.
- 5.3 Guidance is usually available within the organisation.

6.0 Knowledge and Skills

6.1 Specialist Knowledge and Skills

- 6.1.1 A high level of relevant skills and knowledge in the application of town planning principles and practice including a thorough working knowledge of relevant legislation and its application in the Victorian local government context.
- 6.1.2 Ability to identify, develop, implement, and evaluate new initiatives to ensure best practice and continuous improvement of service delivery and quality of decisions made.
- 6.1.3 Understanding of the legal, economic, social and political impacts of decisions made in this position.
- 6.1.4 Demonstrated understanding of the long term goals of the organisation and its customer service values and aspirations.

6.2 Management Skills

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- 6.2.1 Demonstrated skills in managing diverse workloads and meeting work targets within time constraints and deadlines.
- 6.2.2 Skills and experience in staff performance management and supervision and demonstrated ability to motivate and develop employees including to develop a cooperative and cohesive team to achieve organisational outcomes.
- 6.2.3 Understanding of and ability to implement Occupational Health and Safety and Equal Employment Opportunity principles.

6.3 Interpersonal Skills

- 6.3.1 Excellent customer service and public relation skills with the ability to communicate effectively with all customers, colleagues and other Council staff, including to confidently manage conflict and to negotiate successfully on behalf of Council.
- 6.3.2 Excellent communication skills, both written and verbal, including public speaking.
- 6.3.3 Ability to work with other coordinators, senior managers and Council staff on a project team basis.

7.0 Qualifications and Experience

- 7.1 Town Planning qualifications with eligibility for Planning Institute of Australia membership.
- 7.2 Demonstrated leadership and management of a team, including supervision, managing performance of team members and achieving process improvement and quality outcomes.
- 7.3 Demonstrated relevant, diverse and extensive town planning experience, preferably within Victorian local government.

8.0 Key Selection Criteria

- 8.1 Town Planning qualifications with eligibility for Planning Institute of Australia membership.
- 8.2 Demonstrated skills, and diverse and relevant experience, in town planning including a thorough knowledge of statutory, strategic and subdivision planning legislation, processes, and practice in Victorian local government.
- 8.3 High level interpersonal skills, including excellent customer service and communication skills, and ability to develop a cooperative team approach achieving efficiency and effective outcomes.
- 8.4 Demonstrated ability to perform all the key responsibilities and achieve the requirements of the position to a high level.
- 8.5 Highly developed report writing skills and efficient and effective time management skills.
- 8.6 Strong organisational commitment to Council's values and behaviours and the community promise.

9. Authorisation

Authorised by: Director - Development Services

Date:

Employee's Signature

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