

POSITION DESCRIPTION

TITLE: STATUTORY PLANNER



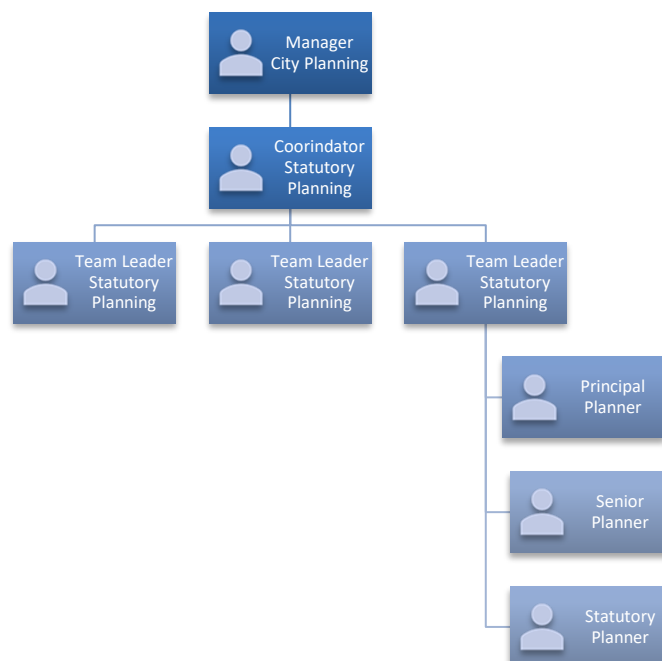
Positon Number:	Internal
Banding/Remuneration:	Band 5
Division/Branch:	City Development/City Planning
Reports To:	Team Leader Statutory Planning
Date Approved/Reviewed:	March 2021

POSITION OBJECTIVES:

As part of a large team of planners, this role contributes to the implementation of the Monash Planning Scheme through the assessment of applications for planning permits and other requests. With a focus on customer service, the role delivers important frontline support to customer enquiries over the phone and at the planning counter.

Working across a diverse range of planning issues within the Municipality the role will consider planning matters for residential, commercial and industrial developments. The focus of the role will support Council's VicSmart and Subdivision application areas

TEAM STRUCTURE:



KEY RESPONSIBILITY AREAS:

Assessment of Applications

- Assess and make recommendations on applications for permits under the Monash Planning Scheme, with a focus on VicSmart and Subdivision applications.
- Ensure that the processing of applications for permits and decisions is in accordance with the provisions of relevant Acts, Regulations and Council policies and within statutory timelines.
- Exercise delegation powers, in accordance with Council's Guidelines in respect of further information requests, referrals and the giving of notice.
- Assess applications for subdivision and certification under the Subdivision Act 1988.

Provision of Information and Advice

- Provide information and assistance to members of the public and development community to facilitate and ensure compliance with relevant planning provisions and Council policies.
- Provide quality advice and guidance to applicants to ensure customer service standards are achieved and complaints and appeals are minimised where possible.
- Participate in community consultation meetings/information sessions outside of normal working hours when necessary.

Liaison with Internal and External Bodies

- Liaise across the organisation and externally as necessary to ensure the provision of high quality advice at the pre-application stage and throughout the application process.
- Develop and maintain effective working relationships across the organisation, liaising with internal departments to exchange information and advice.

Involvement in the Appeals Process

- Prepare Appeal submissions and represent Council at the Victorian Civil and Administrative Tribunal (VCAT).
- Liaise with Council's lawyers, external consultants, and other relevant parties with regard to Council's representation at Appeals.
- Liaise with relevant officers at VCAT.

Contribution to Policy Review

- Contribute to the formulation of Strategic Planning policies.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Responsible for correctly assessing applications in accordance with the relevant legislation and Council policy within statutory time frames.
- Exercise delegation powers in accordance with Council guidelines.
- Determine own priorities for managing applications.
- Operate under broad direction.

JUDGEMENT AND DECISION MAKING:

- Operate within structure of legislation and Council policy including, the *Planning and Environment Act 1987*, the *Subdivision Act 1988* and the Monash Planning Scheme.

- Evaluate applications and recommend decisions to Council.
- Obtain advice from more senior staff in relation to complex or unusual applications or issues.

SPECIALIST KNOWLEDGE AND SKILLS:

- Knowledge of the relevant planning legislation including, the *Planning and Environment Act 1987* and the *Subdivision Act 1988*.
- Ability to apply and interpret relevant legislation and policies in making or recommending decisions on planning applications.
- Ability to develop and apply advocacy skills in representing Council before the Victorian Civil and Administrative Tribunal.
- Familiarity with computer based planning and subdivision registers and with relevant PC packages and GIS applications.

LEADERSHIP SKILLS:

- Ability to share knowledge and experience with less experienced team members.
- Ability to train and support new and less experienced team members.

MANAGEMENT SKILLS:

- Well-developed workload management and organisation skills, including the ability to deal with high volume workloads, manage time to meet deadlines, set priorities, plan and organise own work independently.
- Ability to work with limited supervision.
- Ability to balance the competing demands of developers, land owners and the wider community.

INTERPERSONAL SKILLS:

- Developed interpersonal and written and verbal communication skills, including negotiation, co-ordination and conflict resolution skills. Strong customer service orientation, with a positive approach to resolving customer services issues.
- Ability to manage conflict.
- Ability to work effectively in a team environment to achieve collective outcomes.

QUALIFICATONS AND EXPERIENCE:

- A tertiary Qualification in Town Planning is required.

KEY SELECTION CRITERIA:

- Relevant tertiary qualification to degree level in planning or eligibility for corporate membership of the Planning Institute of Australia.
- Knowledge and understanding of planning issues.

- Interpersonal and conflict resolution skills.
- Ability to analyse and interpret a wide range of information.
- Ability to represent Council at public forums, including VCAT.
- Good written and oral communication skills including the ability to prepare, clear, concise reports and make recommendations.

ORGANISATIONAL CONTEXT:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 200,000 residents (2019). We are one of Victoria's leading Councils, serving a large well established community. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries. 50% speak languages other than English at home including Mandarin (15%), Cantonese (5%), Greek (6%), Sinhalese (3%) and Italian (2%).

Monash has a very highly skilled and well educated population compared with Greater Melbourne, with 35% of residents (over 15 years) having a degree or higher education. 60% of our working residents work fulltime, 38% part time and 19% of Monash residents do volunteer work. Monash residents also enjoy a high level of home ownership.

These key directions are driven by a commitment to progressive governance and strong leadership (Council Plan 2017-2021), across five Divisions:

- Executive
- City Development
- Corporate Services
- Community Services
- Infrastructure and Environment

Our Vision: *"An inviting city diverse and alive with activity, designed for a bright future."*

Our Mission: *"Make a difference through commitment, leadership and expertise."*

Our Values:

- **Accountability**
We are responsible for our actions and behaviours every day.
- **Respect**
We value diversity and appreciate others.
- **Teamwork**
We work collaboratively to achieve shared goals.

*Monash Council values a **flexible working** arrangements and embraces workplace **diversity, inclusion, and equity** including children and young people. We are committed to being a child safe organisation and have zero tolerance to child abuse.*