

Position Description: **Student Planner**

POSITION DETAILS

Position grade	T8 Trainee		
Position type	Term contract, full-time		
Reports to	Director Environment and Planning / Executive Managers / Coordinators		
Department	Environment and Planning		
Job function group	Professional		
Staff reporting responsibilities	Nil	Budget responsibility	Nil

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Student Planner assists the planning team with the development and implementation of the long term land use vision for the Cumberland area. This includes work in Council's strategic planning and statutory planning areas. The student planner will also contribute to the overall effective operation of the Environment and Planning Directorate.

QUALIFICATIONS AND EXPERIENCE

Essential

- Enrolled in a degree in Town Planning or equivalent
- Understanding of the NSW planning system
- Interest in contemporary planning issues
- Excellent written and oral communication skills
- Ability to meet deadlines with possession of excellent time management skills, including an ability to prioritise, implement instructions and complete tasks in a timely manner
- Demonstrated computer literacy skills and the ability to operate computer based systems
- Ability to show a professional approach, including attention to detail, outcomes focuses and a courteous attitude
- Willingness to work in a team environment with the ability to show initiate and manage individual responsibility
- Class C Drivers licence.

Desirable

- Ability to qualify for professional membership (e.g. Planning Institute of Australia) at the completion of a degree and relevant professional experience.

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verification
- ☐ Drivers licence check (completed upon commencement and in line with Council's annual drivers licence check)

DUTIES AND RESPONSIBILITIES

Strategic Planning

- Contribute to the preparation of strategic land use planning studies, planning proposals and planning controls, based on demonstrated strategic thinking and evidence-based analysis and research
- Provide high level technical advice to Team Leaders/Coordinators, Managers, Director, senior management and other sections of Council
- Interpret planning information, consistently demonstrating high level analytical, creative, and strategic thinking
- Prepare reports, correspondence and presentations to ensure effective communication of information
- Prepare submissions and represent the position of Council at external forums as required
- Assist with the maintenance of Council's databases and other administrative duties as required.

Statutory Planning

- To provide advice to potential applicants and assessing planning, building and related applications at lodgement to ensure they meet Council's lodgement requirements
- Provide written and verbal advice to the public, staff, etc. on land-use, Council policies and procedures and planning and building legislation
- To liaise with staff within and outside of the immediate Department as the need arises in relation to planning and building matters
- Assessment and processing of routine Development and Building Applications, as required, including the provision of technical comments and conditions
- Processing and management of Operative Consent requests.

Professional Development

- Attend team meetings, seminars and workshops to ensure knowledge is current and continued professional development.



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YOUR CORPORATE ACCOUNTABILITIES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.
- Comply with Council's ethical conduct, risk management and policy frameworks and Fraud and Corruption Control Plan and Policy.
- Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.



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Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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