

POSITION TITLE:	PRINCIPAL STRATEGIC & DEVELOPMENT ASSESSMENT PLANNER
SECTION	SUSTAINABLE DEVELOPMENT
DIRECTORATE:	SUSTAINABLE DEVELOPMENT

1. REMUNERATION

Grade 21 under Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:

Director Sustainable Development

b) Positions directly reporting to this position:

None

3. PURPOSE

The purposes of the Principal Strategic and Development Assessment Planner are to:

- Prepare strategic planning documents that identify, plan, regulate and guide development for the future growth of Griffith City;
- Assess significant development applications and projects with proper regard to social, economic and environmental impacts and other statutory considerations
- Educate stakeholders and Council officers on all facets of strategic planning and development assessment.



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4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Mayor and Councillors;
- Senior Management Team
- Manager Planning and Environment;
- Manager Development Assessment and Compliance
- Manager Urban Design & Environment
- Sustainable Development Coordinators and Officers

External

- Community
- Various stakeholder businesses and companies
- Planning and Environmental Consultancies
- Other Councils
- Government agencies

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures	• Comply with Local Government (State) Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position • Comply with and ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility • Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility
Policies and Procedures	• Actively participate and contribute to the development of strategic plans, policies and procedures within timeframes agreed/negotiated with the Director of Sustainable Development; • Develop and maintain the current relevance of strategic plans for: ○ Long term growth of the City; ○ Development and land use; ○ Land releases ○ Management and conservation of biodiversity and ecological values; ○ Heritage • Undertake development assessment of significant applications and projects with proper regard to social, economic and environmental impact and other statutory considerations



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	• Develop plans and policies for efficient town planning • Educate staff and stakeholders on all aspects of town planning
Customer and Community Relations	• Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times • Promote a culture of understanding exceeding customer expectations • Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate
Work, Health and Safety	• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities • Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework • Acquire and maintain knowledge of Work Health and Safety matters • Ensure all staff are properly trained in all relevant aspects of health and safety applicable to their role • Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance
Teamwork	• Actively participate as a member of the relevant Council section and department • Promote and maintain harmonious relationships in the workplace • Ensure workgroups within all areas of responsibility work cohesively towards the achievement of Council objectives • Ensure all conflicts are managed in accordance with policies and procedures and in a timely manner • Promote a culture that encourages and values the contribution of staff to the achievement of Council activities
Yes We Can	• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes • Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes



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Record Keeping	• Ensure accurate and timely record keeping in accordance with Council's requirements • Promote responsible and accountable practices for keeping full and accurate records and information in relation to corporate activities and decisions
Training and Development	• Actively participate in Council's training and development programs as required • Identify and ensure the delivery of relevant training for staff in areas of responsibility
Continuous Improvement and Innovation	• Promote the development of more efficient work practices • Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective and efficient and implement improvements where appropriate • Promote a culture of change and innovation by encouraging new ideas • Identify and propose additional business opportunities that enhance Council's existing capabilities
Environment	• Consider the protection of the environment when undertaking all Council activities • Consider the protection of the environment in decision making and in the undertaking of all Council activities
General	• Perform other duties as required consistent with the level of competencies of the position • Ensure efficient and appropriate use of Council resources when carrying out work • Accomplish tasks while working under limited / minimum supervision • Work with allocated resources and budget to meet or exceed expectations of Council • Administer and ensure efficient and appropriate use of Council resources

6. PRINCIPAL ACCOUNTABILITIES

- Develop and maintain strategic plans for:
 - Long term growth
 - Land use
 - Land releases
 - Heritage
- Undertake development assessment of significant applications and projects with proper regard to social, economic and environmental impact and other statutory considerations
- Develop plans and policies for efficient town planning
- Educate staff and stakeholders on all aspects of town planning



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7. KEY DUTIES

- Oversee and directly prepare Local Strategic Planning Statements
- Prepare Griffith's Land Use Strategy and oversee its on-going review and implementation - within timeframes agreed/negotiated with the Director Sustainable Development;
- Complete a Land Bank Strategy
- Oversee and sustain the currency of the Griffith Local Environment Plan 2014 (GLEP) - within timeframes agreed/negotiated with the Director Sustainable Development;
- Oversee, directly prepare and evaluate the comprehensive Griffith Development Control Plan ensuring ongoing relevance and responsiveness to social and economic trends; – within timeframes agreed/negotiated with the Director Sustainable Development;
- Assess and determine significant development applications expeditiously, and ensure that all decisions are lawful with limited opportunities for litigation
- Stay abreast with changing legislation and best practice on strategic, land use planning and development assessment;
- Represent or assist in the representation of Council in the Land & Environment Court; or in mediation and resolving of land use disputes;
- Advise developers, applicants and members of the public about Strategic Planning and Council's development controls and standards through forums, workshops, meetings and social media;
- Participate in development assessment application pre-lodgement meetings
- Represent Council at meetings between Applicants and Objectors which aim to resolve disputes;
- Attend Council meetings – at the direction of the Director Sustainable Development - to present strategic plans, development assessment applications and other general matters
- Provide planning education and mentoring to stakeholders and staff;
- Comply with the requirements of Anti-Discrimination legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination
- Provide input into matters involving environmental plans and compliance
- Assist planning and compliance staff in the interpretation and application of relevant legislation, Council's planning controls and policies
- Stay abreast of heritage matters and provide the general public and Council staff heritage advice
- Prepare Statement of Environment Effect for Council related development applications
- Other duties as required - by the Director of Sustainable Development - consistent with the level of competencies of the position.

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment drug and alcohol test and achieve a satisfactory outcome



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9. KEY SELECTION CRITERIA

ESSENTIAL

- Hold a Degree in Town and Regional Planning or associated field
- Have four years or more experience working at a senior professional level - in government and/or private industry
- Proven management of projects within budgets
- Proven organisational and time management skills.
- Demonstrated high level verbal and written communication skills.
- Demonstrated ability to think holistically and creatively.
- Hold a current Australian driver license (any valid licence)
- Knowledge and understanding of Work, Health and Safety legislation and regulations specific to the area of work.

DESIRABLE

- Demonstrate the capacity for lateral problem solving.

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

- O Occasional: exposure to the physical factor less than twice a week on average
 F Frequent: exposure to the physical factor 3 - 4 times a week on average
 C Constant: exposure to the physical factor more than 5 times a week on average
 R Repetitive: exposure to the physical factor multiple times in an hour
 N/A Not Applicable
 ≡ Winter
 ✱ Summer

Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	X				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					X



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Demands	Description	Frequency				
		O	F	C	R	NA
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				X	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	X				
Standing	Tasks involve standing in an upright position without moving about	X				
Driving	Tasks involve operating any motor-powered vehicle	X				
	Tasks involve driving vehicle on unsealed roads.	X				
Sitting	Tasks involve remaining in a seated position during task performance				X	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	X				
Walking/Running	Tasks involve walking or running on even surfaces	X				
	Tasks involve walking on uneven surfaces					X
	Tasks involve walking up and / or down slopes					X
	Tasks involve walking whilst pushing/pulling objects					X
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant					X
	Tasks involve climbing over or under machinery					X
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.					X
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	X				
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.					X
	1. Light lifting/carrying (0-9 Kg)	X				
	2. Moderate lifting/carrying (10-15 Kg)					X
	3. Heavy lifting/carrying (16 Kg and above)					X
Restraining	Tasks involve restraining animals / objects					X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also					X



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Demands	Description	Frequency				
		O	F	C	R	NA
	includes striking or jerking. - e.g. hammer, hoe.					
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.					X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.					X
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.				X	
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.				X	
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment					X
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals					X
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - e.g. sawdust					X
Gases	Tasks involve working with gases					X
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.					X
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis					X
Working Environment						
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room					X
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia					X



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11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description Updated: July 2024

Job Evaluation Assessment Date: 27 Feb 2024

ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	



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