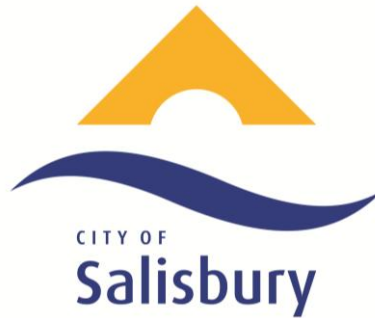




POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	TEAM LEADER PLANNING
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16
CLASSIFICATION:	MOA LEVEL 8
DEPARTMENT / DIVISION:	CITY DEVELOPMENT/DEVELOPMENT SERVICES
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	ASSESSMENT MANAGER
DIRECT REPORTS:	SENIOR PLANNER, DEVELOPMENT OFFICER PLANNING (MULTIPLE POSITIONS), COMPLIANCE OFFICER
POSITION NUMBER:	001196

POSITION OBJECTIVES:	- Effectively manage members of the Development Services planning team, ensuring implementation of organisational values and behaviours and professional development through the PDR process. - Ensure that all matters related to the Planning, Development and Infrastructure Act 2016 and Regulations, related legislation, and the Planning and Design Code, are implemented in accordance with their particular requirements. - Work collaboratively with a diverse range of Council Officers across the organisation, to coordinate and deliver effective, orderly and efficient land use planning across the City. - Ensure that sound planning assessment processes and systems integrate with other directions of Council's City Plan and supporting action plans.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful - Create a sense of belonging & pride in the Salisbury community - Respect individual differences

	• Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	• Provide expert professional specialist planning advice and information to Council, customers and staff, in relation to land use planning assessment for the city. • Provide leadership and effective management to the Development Services Planning team. • To ensure that the Division provides a complete range of professional planning services in the receipt, processing, assessment and, where appropriate, determination of applications for Planning and Design Code Consent under the Planning, Development and Infrastructure Act 2016. • Exercise managerial responsibility in undertaking projects, including the management and supervision of staff and consultants as required. • Maintain and improve the quality, efficiency, productivity and motivation of staff within the Development Services Planning team. • Monitoring and evaluating progress and outcomes of the division's Business Plan as it relates to the Development Services Planning team. • Oversee and undertake a complete range of functions in the enforcement of the Planning, Development and Infrastructure Act 2016, and related legislation including site inspections, gathering of evidence and, where necessary, represent Council before the Environmental Resources and Development Court.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.

	• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	• A degree or post graduate qualification in Planning. • Eligibility for Accredited Professional Planning Level 1 (Assessment Manager) under Planning, Development and Infrastructure Act 2016 Accreditation Scheme. • Qualifications in front line management or equivalent experience • High level experience in land use planning assessment, with a minimum of 8–10 years Planning and Design Code assessment experience. • Excellent planning development assessment skills. • Experience in appearing before and providing evidence to the ERD Court. • Capacity for innovative thinking in the provision of creative planning solutions, utilising excellent verbal, written and negotiation skills. • Ability to express in a written form, the findings and background of research in a concise and accurate manner. • Be self-motivated and operate efficiently with a low level of supervision. • Be a leader in the provision of superior customer service and client relations. • Superior ability and desire to understand and interpret complex legislation and court determinations. • Collaborate and establish working relationships and consultative frameworks within the Council administration, the community and other organisations. • Ability to embrace change processes, whilst maintaining key service delivery standards. • Working knowledge of best practice energy and water conservation management approaches. • Reasonable understanding of Project Management principles. • Sound knowledge of the role of Local Government and services provided by Council. • Advanced skills in the Microsoft suite. • Good understanding of database operations and their relationship to electronic processing of applications.

DESIRABLE SELECTION CRITERIA:	• Project Management and Procurement experience. • Willingness to undertake post graduate studies. • Ability to assist in the formulation planning policies and planning strategies for Salisbury by contributing to the preparation Planning and Design Code Amendment Reports to update Council's Planning and Design Code.
SPECIAL CONDITIONS:	▪ Current class C driver's licence required ▪ As an Authorised officer, fulfil all requirements set out in the following Legislation: – Planning, Development and Infrastructure Act 2016 and associated regulations – Local Government Act 1999 – Environment Protection Act 1993 • Local Nuisance and Litter Control Act 2016.
EXTENT OF AUTHORITY:	• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
REQUIREMENT TO REGISTER A CONFLICT OF INTEREST	This position has been identified as one in which there may be a conflict of interest for the incumbent. A conflict of interest is a conflict between public duty and private interests which could influence the performance of official duties and responsibilities. The incumbent of this role is required to complete a Register of Interest form every 12 months.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: