



33 Goldie Street
PO Box 348
SMITHTON TAS 7330
council@circularhead.tas.gov.au
(03) 6452 4800
www.circularhead.tas.gov.au

PD119 SENIOR TOWN PLANNER

Classification:	Senior Specialist Officer – Common Law Contract
Directorate:	Infrastructure and Development Services
Reporting to:	Manager Planning and Regulatory Services

1. OUR VALUES

We embrace EQUITY

- We foster an inclusive culture that values diversity to create a sense of belonging for all.
- We acknowledge the diverse needs and perspective of others to ensure that everyone is treated with respect and kindness.
- We seek opportunities to enhance our understanding of equity issues and continually improve practices.
- We actively seek feedback, assess our initiatives, and adapt our strategies to better meet the evolving needs of our community.

We foster CONNECTION

- We foster positive relationships, among team members and with our community, to create a sense of togetherness and shared purpose.
- We strengthen the bonds with our community and recognize the unity is our greatest asset.
- We encourage open and transparent communication to build trust and strengthen connections.
- We embrace the power of collaboration and encourage diverse perspectives and ideas.

We deliver EXCELLENCE

- We take pride in the standard of our work, to consistently deliver quality results to the community.
- We understand that to deliver excellence we need to balance our work commitments with self-care and our family needs.
- We actively participate in continuous learning opportunities and willingly share knowledge and ideas.
- We adapt to change and contribute by offering innovative ideas and view obstacles as opportunities.



2. POSITION OVERVIEW

The Senior Town Planner role contributes to actively managing the growth of the Circular Head LGA through effective development control. It provides assistance to the Manager Planning and Regulatory Services in the supervision, mentoring and training of less experienced planners and officers.

The officer will provide support to the Director Infrastructure and Development Services and Manager Development and Regulatory Services and in the discharge of Council's responsibilities under the *Land Use and Planning Approvals Act 1993*, the Tasmanian Planning Scheme and any other relevant legislation.

The role provides support to the functions of statutory and strategic planning and provides clear, prompt advice to key stakeholders on matters relating to planning applications.

The Officer may at times be required to assist other teams within Council by undertaking other positions and duties as required and as directed by the General Manager or their representative.

3. POSITION ACCOUNTABILITIES

The role assists the Manager Planning and Regulatory Services in the day-to-day operations of the team and on all planning matters, as required. It also works cooperatively with the team to achieve performance requirements and improve procedures. As a senior member of the team, the role will lead and/or participate in development working groups, project groups and meetings with internal and external customers, in the preparation of strategic projects and documents, as well as undertake other relevant duties which may be required by the Manager from time to time.

4. KEY POSITION ACCOUNTABILITIES

4.1 Development applications and Land Use Planning

- Promote and provide advice on all aspects of the *Land Use Planning & Approvals Act 1993* and the Tasmanian Planning Scheme.
- Assess recommend and determine statutory development applications in accordance with legislative requirements and Council procedures.
- Undertake strategic planning assessments ensuring proposals are in accordance with legislative requirements, local land use strategies, regional land use strategies and the objectives of the planning scheme. Use sound professional judgement within delegated authority.
- Represent Council regarding Tasmanian Civil and Administrative Tribunal matters, when required.
- Provide practical and innovative solutions to development issues.



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- Liaise with and provide assistance to industry and community in relation to development applications and development related matters.
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
- Undertake site inspections to confirm accuracy and compliance, where necessary.
- Assist and advise in strategic planning projects and policies for Council's priorities.

4.2 Policy and procedures

- Lead and coordinate policy and procedure reviews, including the development of new and revised documents, as required.
- Continuously maintain an accurate and up-to-date working knowledge of planning legislation including the Tasmanian Planning Policies, State Planning Provisions, Local Provisions Schedules and applicable case law.

4.3 Departmental and corporate support activities

- Provide assistance to the Manager Planning and Regulatory Services in the supervision, mentoring and training of less experienced planners/officers.
- Assist in the day-to-day operations of the team and on all planning matters, as required.
- Work cooperatively with the team and other departments to achieve performance requirements and improve Council procedures.
- Participate in development working groups, project groups and meetings with internal and external customers.
- Continuously display Council's core values.

4.4 Technical Support

- Provide support to customers, internal and external, by maintaining efficient and effective systems for responding to enquiries and monitoring applications.
- Discharge delegated or statutory responsibilities as assigned to the position holder in a competent manner and in the spirit and intent of the delegation.
- Ensure, through the supervisory structure, the Manager Development and Regulatory Services has advance knowledge of any activity or event that may cause liability, concern or reputational risks to Council.
- Display a positive attitude towards Council policy and decisions in relation to the position and the public image of Council and ensure a positive image of Council is promoted when dealing with both internal and external customers.
- Review and development of procedures relating to the position.



5. ORGANISATIONAL ACCOUNTABILITIES

5.1 Child Safe and Safeguarding Responsibilities

- Re-assess work methods to ensure tasks are completed utilising the principles of continuous improvement.

5.2 Work Health and Safety

- Demonstrate a strong commitment to child safety in line with Council policy and legal requirements.
- Follow and uphold Council child safety standards and procedures.
- Report child safety concerns and risks as required.
- Support a safe and inclusive environment for children and vulnerable people.

5.3 Right to Information, Privacy and Records Management

- Manage and handle information in accordance with the *Right to Information Act 2009 (Tas)*, *Personal Information Protection Act 2004 (Tas)*, and Council policies.
- Ensure IDS service information, customer pathways, and process materials are designed and shared in a way that supports transparency, legality, and privacy requirements.
- Support good recordkeeping practices and ensure decisions, communications, and service designs comply with Council information management standards.

5.4 Work Health and Safety (WHS)

- Take reasonable care for personal safety and the safety of others while undertaking work-related activities.
- Identify hazards, report risks, and actively contribute to safe systems of work within areas of influence.
- Comply with Council WHS policies, procedures, and training requirements.

5.5 Code of Conduct and Professional Integrity

- Conduct all duties in accordance with Council's Code of Conduct and organisational values.
- Maintain confidentiality, professionalism, impartiality, and ethical decision-making at all times.
- Act in a manner that promotes public trust and confidence in Council.

5.5 Risk and Compliance

- Support risk identification, mitigation, and escalation within IDS service design, systems, and customer interfaces.
- Ensure service improvement recommendations and process redesign consider regulatory, legislative and operational compliance requirements.



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5.6 Equity, Access and Inclusion

- Ensure IDS service pathways, information design and customer experience interfaces are inclusive, accessible, and equitable for community members.
- Contribute to the removal of barriers that impact fair access to Council services.

5.7 Environmental and Social Responsibility

- Support environmentally sustainable practices and consider social impact in service design and improvement initiatives.
- Promote responsible use of resources in alignment with Council priorities.

6. COMMUNICATIONS

The position is to have professional and effective working relationships within your team, other work teams and management.

The position is to have professional relationships with the Mayor and Elected members.

High standards of professionalism and customer service are expected by the position in interactions with any external party.



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7. FIT FOR WORK

This position is likely to require a certain amount of physical activity, such as:

Physical Demands	Never	Occasional	Frequent	Constant
Stooping		X		
Climbing	X			
Walking			X	
Lifting		X		
Pushing		X		
Pulling		X		
Reaching		X		
Standing			X	
Twisting		X		
Squatting		X		
Sitting			X	
Kneeling		X		
Bending		X		
Noise	X			
Support one hand	X			
Two hands required	X			
Vibration one hand	X			
Vibration two hands	X			



8. SELECTION CRITERIA

8.1 Qualifications

- Tertiary qualification in town planning or a closely related field which is acceptable for membership to the Planning Institute of Australia
- Current Driver's Licence
- Working with Vulnerable People Check (or ability to obtain)
- National Police Check (or ability to obtain)

8.2 Essential Knowledge and Experience

- A demonstrated knowledge of the relevant Tasmanian acts, including experience in the assessment, processing and reporting of a wide variety of development proposals.
- Ability to interpret and use planning legislation, planning appeal decisions and other relevant statutory provisions and policies to achieve innovative and equitable outcomes.
- Highly developed analytical, investigative and problem-solving skills, and a demonstrated ability to produce thorough and well researched reports and correspondence.
- Ability to work independently and as part of a team.
- High level negotiation and dispute resolution skills with the capacity to make decisions.
- Highly developed time management skills and the ability to manage high workloads.
- Effective oral and written communication skills with the ability to liaise with all levels of internal and external customers.
- Ability to represent Council in legal cases.
- Competency in the use of software packages required to undertake all aspects of the position.

8.3 Desirable

- Experience working in rural and regional communities
- Ability to present to internal and external stakeholders (for example, regional and local planning panels or groups)

9. ACCEPTANCE OF POSITION

I agree to the current requirements of the Position Description as at: Date: / /

Employee Name:

Employee Signature:

General Manager Approval: Date: / /