

Position Title

Senior Planner

Award Classification

Dorset Council Enterprise Agreement 2022, or any applicable Agreement that replaces it.

Date Reviewed

September 2024

Our Vision

An inclusive, thriving and connected community.

Our Values

Leadership

We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset.

Creative Thinking

We foster a solutions-driven environment that embraces innovation and inspires fresh approaches in adapting to, and creating, change.

Customer Service

We meet our service standards in a professional and responsive manner.

Engagement

We communicate openly and encourage the active participation of the community.

Respect

We engage in open dialogue, whilst accepting there will be differences of opinion.

Financially Responsibility

We deliver services to the community in a sustainable and strategic cost effective way.

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

Position Objectives

- To supervise the provision of an excellent level of professional and administrative services in statutory and strategic planning;
- To foster a climate of continuous improvement in the provision of Community and Development Services; *and*
- To support the vision, values and objectives of Council.

Key Responsibilities and Performance Requirements

- Supervise the Town Planner, and Community and Development Administration Officers, ensuring a high-standard professional service in statutory planning is achieved;
- Support other technical staff and team members to resolve complex operational and technical issues;
- Provide professional assistance and service in statutory and strategic planning related matters to Council's customers and the community;
- Supervise the administration of relevant legislative requirements under the *Land Use Planning and Approvals Act 1993* and ensure correct procedural integration of planning application assessment processes with other relevant legislation (e.g. the *Environmental Management and Pollution Control Act 1994*, the *Water and Sewerage Industry Act 2008*, the *Historic Cultural Heritage Act 1995*) as required;
- Supervise the administration of relevant legislative requirements under the *Strata Titles Act 1998* and ensure correct procedural integration of statutory approval processes with other relevant legislation (e.g. the *Land Use Planning and Approval Act 1993* and the *Building Act 2016*);
- Ensure administrative requirements for statutory planning and strata approval functions (permits, notices, certificates and the like) are carried out in accordance with correct procedural pathways and within applicable statutory timeframes;
- Ensure planning permits or permit refusals are issued within statutory timeframes;
- Represent Council in appeal proceedings or Court action in relation to planning authority decisions;
- Provide strategic land use planning guidance to Council;
- Lead in the preparation and/or assessment of planning scheme amendments/revisions, as requested by the Assistant General Manager / Director Community and Development;
- Support community compliance with Council's planning scheme and planning permits issued under existing and previous planning schemes; *and*
- Support administration of Council Land Information Certificates (S.337 Certificates) in accordance with the provisions of the *Local Government Act 1993* and the Local Government (General) Regulations 2015.

Other

- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, customers or the community in general;
- Take personal responsibility for professional development by actively seeking opportunities for professional growth and continuous learning;

Key Responsibilities and Performance Requirements

- Proactively contribute to induction processes, including your own, to ensure that newcomers receive effective support and guidance, facilitating their learning and integration into the team;
- Maintain a working knowledge of legislative requirements and Council's policies and procedures that relate to the role;
- Comply with and promote compliance with Council's policies and procedures and any reasonable and lawful direction given by the Management Team in relation to the same; *and*
- Fulfill other reasonable duties and directions as they may evolve or be required and as directed by the Assistant General Manager / Director Community and Development.

Organisational Relationships

Reports To

- Assistant General Manager / Director Community and Development

Direct Reports

- Town Planner
- Community and Development Administration Officers

Internal Liaisons

- Management Team
- Council Employees
- Councillors

External Liaisons

- Members of the public, developers, building designers, land managers, land surveyors, building surveyors, consulting engineers, business operators, industry professionals, government departments and agencies.

Accountability, Authority, Judgement and Decision Making

- Authority and responsibility to carry out all functions, duties and responsibilities in accordance with Dorset Council's requirements of the Senior Planner.
- Accountable to the Assistant General Manager / Director Community and Development for the performance of duties.

Skills, Knowledge and Qualifications

Essential

- Completion of tertiary qualification in Town Planning or equivalent, recognised as eligible for membership for the Planning Institute of Australia or similar professional body;
- Demonstrated experience in similar function areas within either the private or public sectors;
- Experience in supervising and performing the administration of legislative requirements under the *Land Use Planning and Approvals Act 1993*;

Skills, Knowledge and Qualifications

- Proven ability to ensure correct procedural integration of planning application assessment processes with relevant legislation, including the *Environmental Management and Pollution Control Act 1994*, the *Water and Sewerage Industry Act 2008*, and the *Historic Cultural Heritage Act 1995*;
- Strong knowledge of statutory approval processes and strategic planning, with experience managing and/or delivering a diverse range of projects;
- Demonstrated ability in utilising and analysing mapping software and electronic records systems to support land use planning and decision-making. Ability to extract, interpret, and validate data from various digital sources, ensuring accuracy and relevance to planning assessments and reporting;
- A high-level of working knowledge of complex issues affecting land use management, with a demonstrated ability to analyse and resolve issues with minimal guidance;
- Proven ability to effectively supervise, motivate, and develop a team, including setting clear objectives, providing guidance, and fostering a collaborative work environment;
- Experience in delegating tasks, monitoring performance, and offering constructive feedback to ensure team success; *and*
- Experience in developing and implementing efficient work processes and schedules to ensure timely completion of tasks and projects.

Personal Attributes

- Committed to improving efficiency of Council's operations;
- Outstanding communication and presentation skills, with the ability to convey complex information to diverse audiences;
- Demonstrated ability to build and maintain effective relationships with internal and external stakeholders;
- Excellent strategic thinking and problem-solving skills, with the ability to balance competing priorities; *and*
- Proven ability to deliver exceptional customer service and effectively manage and resolve conflicts.

I, _____ (name) have read and understood my position description and agree to perform my role in accordance with the objectives, responsibilities and performance requirements set out in this position description.

Employee Signature: _____ Date: _____