



SHIRE OF
HARVEY

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Senior Planning Officer

Our vision

Together, towards an even better lifestyle.

1. Position details

| | | |
|------------------------------------|--|---------------|
| Directorate: | Sustainable Development | Level: 8 to 9 |
| Reports to: | Manager Planning Services | |
| Supervision of: | Planning Officer – Graduate | |
| Significant Working Relationships: | Community, business and agency stakeholders Directorate team members Key internal stakeholders | |

2. Position summary

Provide a professional technical service to internal and external customers regarding all matters relating to Town Planning and Development to ensure effective performance of the Business Unit.

3. Community strategic objectives



Diversified
Economy



Connected
Communities



Protected Natural
Environment



Sustainable Built
Environment



Effective Civic
Leadership

4. Our values

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5. Key duties and responsibilities

| Key functions | Specific duties |
|------------------------|--|
| Customer service | <ul style="list-style-type: none">• Process and assess incoming applications for development, subdivision and scheme amendments, and make appropriate recommendations to the Manager Planning Services and/or Director Sustainable Development.• Prepare written reports for consideration by Council and other Committee's as required.• Assist with telephone, public counter and general enquiries and advise internal and external customers on a wide range of matters relating to town planning, development and subdivision. |
| Development control | <ul style="list-style-type: none">• Prepare correspondence, reports and plans on Development Applications and town planning matters for the Business Unit and Council.• Refer applications as required to appropriate internal and external customers to ensure adequate consultation and co-ordination of applications.• Inspect and evaluate properties in response to Development Applications, subdivision referrals, Scheme Amendments and other town planning proposals.• Assist in the preparation of Shire policies and strategic planning framework. |
| Leadership/ liaison | <ul style="list-style-type: none">• Liaise with the Business Unit in the assessment of natural and human environmental and construction impacts of developments.• Undertake planning projects where required by the Manager Planning Services or Director of Sustainable Development.• Assist Manager Planning Services and/or Director Sustainable Development with general compliance/monitoring and attendance at the State Administrative Tribunal when appropriate. |

| | |
|---------------------------|---|
| | <ul style="list-style-type: none"> • Assist the Manager Planning Services and Environmental Officer in ensuring that the Shire's Environmental expectations are implemented. • Provide professional assistance and mentor to the Graduate Planning Officer. • Provide guidance and specialist advice to Planning Officers and Planning Support Officer. • Maintain effective communications and relationships within the team. • Ensure an attitude of inclusion and respect is at the forefront of all team activities. • Implement Council resolutions and report to Manager Planning Services and/or Director Sustainable Development on progress of action. • Act as Manager Planning Services when required. • Coordinate and conduct an efficient Development Control Unit (DCU). • Review and allocate incoming applications. |
| Representations | <ul style="list-style-type: none"> • Develop and maintain effective channels and networks with relevant industry representative bodies. • Liaise with all relevant stakeholders on issues affecting the team. • Develop networks with officers of neighbouring local governments and external stakeholders on matters relevant to the team. |
| Policies and procedures | <ul style="list-style-type: none"> • Provide input to policies, plans, manuals and management guidelines. • Ensure programs and activities are implemented in a timely manner and in line with policies and current procedures. • Implement risk management requirements across programs and activities. • Implement all decisions and directives affecting the team. |
| Human resource management | <ul style="list-style-type: none"> • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Review others and participate in the annual performance appraisal process. • Identify training requirements for the continued growth of the team. |
| Safety | <ul style="list-style-type: none"> • Ensure all staff perform their work in a safe and healthy manner and abide by Shire and legislative safe work procedures, instructions and safety management practices. |

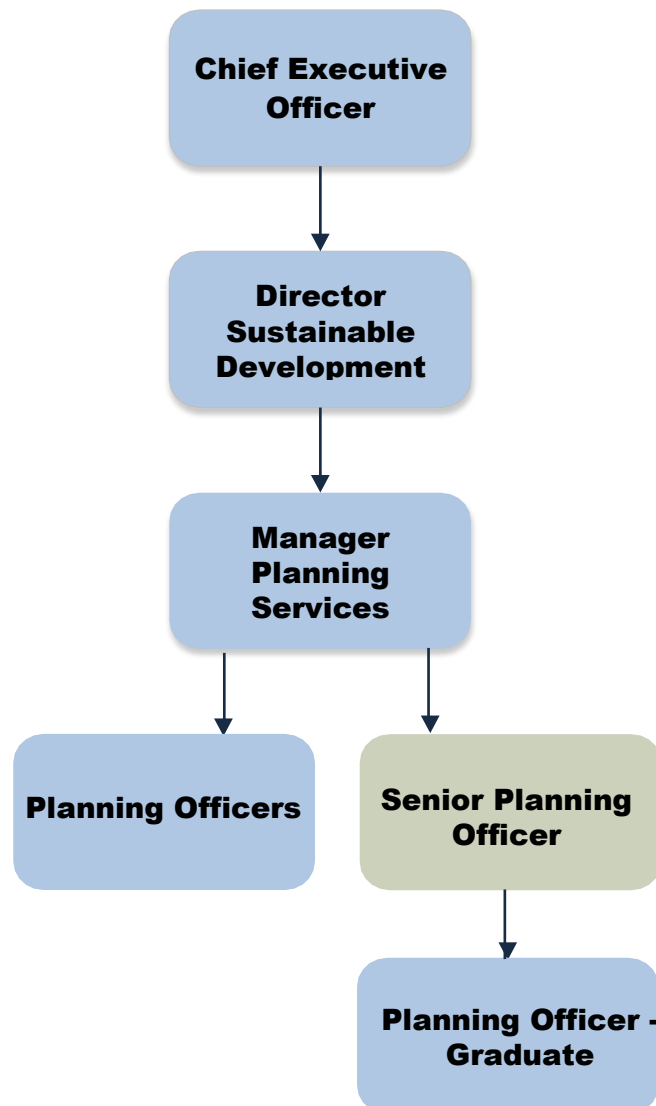
Other

- National Crime Check.
- Current “C” Class Drivers Licence.

6. Extent of authority

- The position operates under the broad direction of the Manager Planning Services and Director Sustainable Development within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995*, *Planning and Development Act 2005* and the *Planning and Development (Consequential and Transitional Provisions) Act 2005*.
- Use of delegated authority as approved by Council.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

7. Your team



8. Position selection criteria

Essential

1. Tertiary degree in Regional and Urban Planning or a related field.
2. Demonstrated previous experience in a similar senior planning role within Local Government.
3. Developed knowledge of Town Planning and environmental legislation, principles and practices in Western Australia.
4. Demonstrated verbal and written skills and experience with negotiation, problem solving and conflict resolution.
5. Understanding to promote and support a culture of quality customer service that identifies and responds quickly and provides appropriate solutions.
6. Ability to work as an effective team member and solve problems and conflict with others.

Desirable

1. Membership or eligibility to the Planning Institute of Australia.