



Position Description

Position Title: Senior Statutory Planner
 Position code: 527
 Reports to: Team Leader Statutory Planning
 Department: Development Services
 Salary level: General Officer, Level 6 (South Australian Municipal Salaried Officers Award / Office Enterprise Development Agreement)
 Special conditions:

AHC Positions	Employees of Adelaide Hills Council (Council) are working together to build the community through leadership, community involvement and commitment to service and continuous improvement. In performing their daily tasks, Council employees will be community focused and committed to high quality customer service as defined in the Customer Service Framework.
Purpose	To ensure that specialist planning advice is given in an accurate and timely manner and that development assessment is undertaken within statutory timeframes with positive development outcomes achieved.
Judgement and Decision Making	This position provides a high level of technical planning advice to customers and other Council employees where decisions of a technical complexity are based upon the Planning and Design Code, <i>Planning, Development and Infrastructure Act 2016</i> (PDI Act) and the <i>Planning, Development and Infrastructure (General) Regulations 2017</i> (PDI Regulations), Practice Directions, Council policies and procedures, and relevant planning case law. The role requires application of a high level of knowledge and skill. The incumbent must exercise their professional judgement in relation to development assessment and compliance. Work will be completed under limited direction, with advice available on complex or unusual matters.
Number of employees supervising	Not applicable
Authority and Budget	<ul style="list-style-type: none"> Act as an Authorised Officer under the PDI Act and Local Government Act 1999 To undertake development assessment and development compliance work within delegations provided under these Acts and other relevant legislation Act in relation to WHS/risk management matters within area of responsibility
Customers Indicate the people (internal and external) this job provides a service to	<p>Internal</p> <ul style="list-style-type: none"> Council employees including People Leaders, Council Assessment Panel members, Council members <p>External</p> <ul style="list-style-type: none"> Ratepayers, residents, builders, consultant planners, architects and designers, engineers, developers
Suppliers Indicate the people (internal and external) that provide input to this job	<p>Internal</p> <ul style="list-style-type: none"> Development Services team and departments across the organisation <p>External</p> <ul style="list-style-type: none"> Ratepayers, residents, builders, consultant planners, architects and designers, engineers, developers
Work Health and Safety	<p>The Worker has a responsibility, under the Work Health and Safety Act 2012 SA, Section 28 Duties of Workers, to ensure their own health and safety, and that of their fellow workers, whilst at work. This includes but is not limited to:</p> <ul style="list-style-type: none"> referring to information contained in the Council’s WH&S and Return to Work Policy. taking reasonable care for their own health and safety and that of others whilst at work so as not to endanger the workers own safety or the safety of any other person at work, including ensuring that no alcohol or drugs are consumed. obeying reasonable instructions of the Person Conducting a Business or Undertaking (PCBU, formally employer) in relation to health and safety at work. actively implementing and working within Council’s WH&S & RTW Policy and WHS procedures and safe operating procedures.

	<ul style="list-style-type: none"> actively contributing to consultative and participative arrangements for the management of WHS & RTW. using personal protective equipment provided for health and safety purposes and reporting malfunctioning or faulty equipment. not interfering with or misusing items or facilities provided in the interest of health and safety. discussing and reporting hazards, injuries and incidents, in accordance with Council procedures, with their immediate People Leader/Manager.
Discussions on Professional and Personal Development; and Goal Setting and Monitoring	<p>Professional and personal development is encouraged and supported through a performance and development planning process.</p> <p>This includes participating in discussions to plan work priorities and also to monitor progress against those goals.</p>
Continuous Improvement	Adelaide Hills Council has a culture of continuous improvement in service provision and business operations. All employees participate in formal and informal improvement initiatives as part of their day to day role and are encouraged to be innovative and creative.
Service Values	<p>Five values underpin our customer service approach. They guide our behaviours, service standards and competencies and form the basis of our commitment to the community. They include:</p> <p>Available we make it easy for our customers and colleagues to reach us.</p> <p>Helpful we are approachable and always willing to assist our customers and each other. We share our knowledge and commit to dealing with our customer queries responsibly.</p> <p>Empathetic we listen to the needs of our customers and colleagues and appreciate each other's point of view.</p> <p>Responsive we are responsive to the needs and requests of our colleagues and customers. We keep them informed at all times so they know what to expect from us.</p> <p>Reliable we are honest, accurate and consistent in all that we do.</p>
Records Management	The incumbent is responsible and accountable for adequately managing the corporate records they create and receive according to relevant policies, procedures and legislation.
Selection Criteria	<ol style="list-style-type: none"> Demonstrated understanding of, commitment to, and alignment with our service values. Demonstrated commitment to outstanding customer service and accuracy in work performed. A tertiary qualification in Urban and Regional Planning, or equivalent qualifications. Eligible for corporate membership of the Planning Institute of Australia Extensive experience in the application of the PDI Act and the PDI Regulations, and related practice directions. Well-developed interpersonal skills, including high-level conflict resolution and negotiation skills. Proven ability in solving complex problems of a professional nature. Well-developed ability to communicate effectively both verbally and in writing. Ability to work both independently under limited direction and as part of a team Ability to think logically and conceptually. Proven ability to approach workload in a proactive fashion to ensure priorities and deadlines are met. Well-developed ability to understand and evaluate building plans, technical specifications and development legislation Ability to physically undertake inspections of development sites. A current 'C' class Driver's Licence.

(Note: Under Education and Experience and Skills and Knowledge, a requirement will only be listed once although it may apply to more than one KRA)

Key Result Area (KRA) The most important parts of this job	Outcomes The things to be achieved in each KRA	Education and Experience Qualifications and experience required to do this job	Skills and Knowledge Skills, knowledge and abilities required to do this job
1. Undertake development assessment work including administering requirements of the PDI Act and the PDI Regulations and checking development for compliance with approvals.	1. Verification and Assessment of development applications, including complex development within prescribed timeframes. 2. Seek additional information for development applications in a timely manner to minimise assessment delays and strive for good development outcomes. 3. Complete consistency checks within required timeframes 4. Provide updates to customers on progress and/or any barriers to their applications on a regular basis. 5. Effectively represent the Council in public meetings. 6. Coordinate the management of major land divisions post approval. 7. Efficient delivery of planning services 8. Undertake compliance of approved development.	1. A tertiary qualification in Urban and Regional Planning, or an equivalent qualification. 2. Eligibility for corporate membership of the Planning Institute of Australia 3. Demonstrated high level experience in development assessment in local government. 4. High-level experience in the use of Geographic Information Systems.	1. Sound knowledge of the PDI Act and the PDI Regulations and Community Titles Act 1996. 2. Extensive planning assessment of complex development applications including land divisions 3. Working knowledge of Council delegation limitations for the role. 4. Excellent time management and organisational skills.
2. Providing planning advice.	9. Provide accurate information on existing and proposed land uses. 10. Undertake effective liaison with other Council departments to provide comprehensive information.	5. Knowledge of the Council area. 6. Sound knowledge of the Planning and Design Code and experience using SAPPA.	5. Well-developed communication skills and research skills. 6. Ability to build working relationships. 7. High-level of interpersonal skills.
3. Report writing.	11. Prepare concise, comprehensive and well-written delegate reports and reports for the Council Assessment Panel	7. Experience in preparing reports and recommendations to senior staff, CAP and Council.	8. Well-developed written skills.

4. Recording of required development information into the Council's information systems.	12. Accurate entering of information within the Council system/s in accordance with Council procedure.	8. Experience in using electronic record systems.	9. Sound knowledge and skills in the use of Council's Information and Communication Technology systems/GIS systems.
5. Representation of Council in appeals in the Environment, Resources and Development (ERD) Court.	13. Prepare appeal documentation within required timeframes. 14. Undertake effective liaison with lawyers, senior planning employees/CDAP and other parties in appeals.	9. Experience as an expert witness in ERD appeals.	10. Sound knowledge of court and appeals processes. 11. Experience in preparing witness statements.
6. Mentor and coach other team members.	15. Effectively supervise, develop and coach team members and positively influence their progress towards successful results.	10. Experience in mentoring team members.	

POSITION DESCRIPTION AGREED

<p>People Leader:</p> <p>Employee:</p> <p>Organisational Development:</p>	<p>Sign:</p>	<p>Print Name:</p>	<p>Date:</p>
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Job Requirements Guide

Frequency guide

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| 1. Constant (ongoing, occurs daily)
3. Occasional (occurs 2-4 times per week) | 2. Frequent (occurs 1-2 times daily)
4. Infrequent (occurs once per week or less) |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y	X				
Walking	Y	X				
Sitting	Y	X				
Bending /twisting the back	N				X	
Bending /twisting the neck	N				X	
Kneeling/squatting/ crouching	N				X	
Climbing e.g. stairs/steps/ladders	N				X	
Reaching forward /sideways >30 cm	N				X	
Working with hands above shoulder height	N				X	
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg	N				X	
Pushing/pulling/dragging	N				X	
Gripping/grabbing	N				X	
Fine hand coordination	Y	X				
Holding/supporting any object or person	N				X	

Environmental						
Work in an indoor/outdoor environment	Y	X				Must have the ability to undertake site inspections
Work at heights	N				X	
Work in confined spaces	N				X	
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y	X				Standard office equipment such as a computer, phone and photocopier. Use of a tape measure or similar onsite inspections.
Exposure to noise	Y	X				Low level noise in the work environment (constant) and noise on construction sites (infrequent)
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	N				X	
Exposure to fumes/dust	Y				X	Very low level. Some exposure to dust due to the nature of rural areas and on construction sites
Managing security/private information	N	X				Deal with both confidential Council and development application Information some of which may be commercial in confidence

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y	X				
Dealing with highly emotional/ conflict situations	Y			X		
Dealing with difficult/complex negotiation of a personal nature	Y		X			
Working in a team requiring maintenance of relationships/ communication with others	Y	X				

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Working in isolation or with limited interpersonal interactions/ supervision	N				X	
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y	X				
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				