

WHITEHORSE CITY COUNCIL

Position description

Job title: Senior Planner	
Classification: Band 6	Effective Date: January 2025
Reports to: Team Leader Statutory Planning	Tenure: Permanent Full Time

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.



WHITEHORSE CITY COUNCIL

Position description

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

As a senior team member you will contribute to the development and achievement of the City Planning and Development Department's goals through the delivery of all statutory planning services. The position will respond to difficult applications, requests for reports, amendments and studies on statutory land use issues, with a focus on effective and efficient service delivery and commitment to quality outcomes.

Key Responsibilities

Position Specific Responsibilities

Deliver a full range of quality town planning services, with an emphasis on statutory planning, with a customer focus, encompassing:

- Processing, evaluating and determining difficult applications for planning use, development and subdivision permits as required.
- Undertaking public consultation and mediation on statutory planning matters.
- Providing representation of Council's interests in regard to planning appeals at VCAT.
- Administering delegations in accordance with the powers conferred in the instrument of delegations.
- Administration and enforcement of the Whitehorse Planning Scheme, and associated legislation.
- Providing high level advice and direction to customers about the development and use of sites within the municipality.
- Provide advice to Managers and staff across the organisation on statutory planning issues.
- Liaison with the State Government planning department (DTP), other Municipal Councils, other government authorities, and non-government groups on a range of planning related matters.
- Assist Strategic Planning (where requested) in amendment processes, including public exhibition, reports to Council and panel hearings.

- Assist in the development and implementation of appropriate strategies, review processes, monitor outcomes and ensure a positive image of the team across the organisation and the community, including involvement in process improvement initiatives
- Monitor Planning Scheme amendments to ensure future potential for Council land is not compromised.
- Display behaviours and standards in accordance with the identified behaviours and standards in Council's Enterprise Bargaining Agreement and demonstrate these values through teamwork, professionalism and a commitment to residents/customers.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: No direct reports, however, Senior Planners assist the Team Leaders and Principal Planners in the development of Urban Planners and Administration/Customer Service Officers in the Statutory Planning team.

Judgement and Decision Making

Defined within established procedures and guidelines using the application of a variety of processes. Able to set own work priorities to ensure that tasks are completed within required timeframe and to required standard. Guidance and advice are usually available within the organisation.

Specialist Knowledge and Skills

- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.

Qualifications and Experience

- Qualifications in town planning, or other relevant discipline or alternatively, successful experience in a town planning role, with an emphasis on statutory planning, ideally in a Local Government environment.
- Additionally, several years' experience in the provision of statutory planning services.
- Emphasis on planning in an urban environment with a sound knowledge of the Victoria Planning Provisions (VPPs) and relevant legislation including the *Planning & Environment Act 1987*.
- A valid Victorian driver's licence.

Technology:

Proficiency in the use of computers including MS Office products, and corporate computer packages (such as Pathway, Weave (GIS), and electronic record management systems).

Interpersonal Skills

- Strong communication and persuasion skills with the ability to gain cooperation from members of the public and other employees in statutory planning matters.
- Demonstrated high level oral and written presentation skills with the ability to write concise reports in field of expertise suitable for Council meetings.
- Evidence of high level commitment to quality and customer service with the ability to handle difficult situations and remain calm.
- Work in accordance with the Occupational Health and Safety Act, 2004 and Council's OHS Policies.

Leadership/Management

- Ability to manage a variety of difficult to complex tasks with minimal supervision,
- Demonstrated skills in managing time to achieve specific and set objectives in the most efficient way possible with the resources available despite conflicting pressures.
- Commitment to the development of less experienced staff to achieve team objectives.
- Demonstrated commitment to the achievement of team objectives before individual goals and ability to interact positively within the team environment.

Key Relationships:

Liaises and provides advice to all staff and when relevant, Councillors, on statutory planning issues. The position is required to maintain professional relationships with Applicants, Consultants, Government Authorities, Department of Transport and Planning (DTP), VCAT, Community Groups and others.

Key Selection Criteria

1. Qualifications in town planning, or other relevant discipline or alternatively, successful experience in a town planning role, with an emphasis on statutory planning, ideally in a Local Government environment; and several years' experience in the provision of statutory planning services.
2. A sound knowledge of the Victoria Planning Provisions (VPPs) and relevant legislation including the *Planning & Environment Act 1987*.
3. Strong communication and persuasion skills with the ability to gain cooperation from members of the public and other employees in statutory planning matters.
4. Ability to manage a variety of difficult to complex tasks with minimal supervision.
5. Demonstrated commitment to the development of staff and achievement of team objectives before individual goals and ability to interact positively within the team environment.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
Hand/Arm Movement Tasks involve use of hand/arms	✓		
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	✓	Infrequently	
Standing Tasks involve standing in an upright position	✓	Sit/stand desks within the workplace	
Reaching Tasks involve reaching above head, and above and equal to shoulder height			
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects			
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another			

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			
Keyboard Duties Tasks involve sitting at workstation and using computer.	✓	Daily	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	✓		

Any other relevant comments: