

WHITEHORSE CITY COUNCIL

Position description

Job title: Urban Planner	
Classification: Band 5	Effective Date: May 2023
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.

Goal Statement

To contribute to the development and achievement of the Planning and Building Department's goals through the delivery of all statutory planning services. The position will respond to applications, requests for reports, amendments and studies on statutory land use issues, with a focus on effective service delivery and commitment to quality.

Key Responsibilities

Position Specific Responsibilities

- Processing and evaluating 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.
- 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 advice and direction to clients about the development and use of sites within the municipality.
- Provide advice to Managers and staff across the organisation on statutory planning issues.
- Participate in the development and implementation of appropriate strategies, to 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.
- Liaison with the DELWP, other Municipal Councils, other government authorities, and non-government groups on a range of planning related matters.

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.

- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: Nil

Staff responsibility: Nil.

Decision Making:

- Defined within established procedures and guidelines using the application of a variety of processes.
- Decisions and actions are subject to review by senior employees.
- Guidance and advice are usually available within time to make decisions.
- Some ability to set own priorities.

Key Relationships

- Liaises and provides advice to all staff, residents, customers and applicants on statutory planning issues.
- Liaises and maintains professional relationships with applicants, consultants, referral agencies, Government Authorities, DELWP, VCAT, Community Groups and others.

Skills and Attributes

Qualifications/Certificates/Licences 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.
- Emphasis on planning in an urban environment with knowledge of the Victoria Planning Provisions (VPPs) and an awareness of other legislation including the Planning and Environment Act 1987.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.

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

- Good communication skills to facilitate cooperation and assistance from members of the public on statutory planning matters.
- Demonstrated oral and written presentation skills with the ability to write basic reports in field of expertise and prepare external correspondence.
- Good customer service skills with knowledge of how to handle difficult situations.
- Work in accordance with the Occupational Health and Safety Act, 2004 and Council's OHS Policies.

Leadership/management:

- Ability to manage a variety of tasks (generally of limited complexity) under supervision, with evidence of a strong commitment to quality and customer service.
- Must be able to manage own time to achieve specific and set objectives in the most efficient way possible with the resources available and within set timeframes.
- Ability to support the achievement of team objectives before individual goals.

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.
2. A good working knowledge of the Victoria Planning Provisions (VPPs) and an awareness of other legislation including the Planning and Environment Act 1987.
3. Good communication skills to facilitate gaining cooperation and assistance from members of the public on statutory planning matters and prepare external correspondence.
4. Ability to manage a variety of tasks under supervision, within set timeframes, with evidence of a strong commitment to quality and customer service.
5. Ability to support the achievement of team objectives before individual goals.

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.	✓	Rarely performed	
Hand/Arm Movement Tasks involve use of hand/arms	✓	Performed sometimes	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	✓	Performed sometimes	
Standing Tasks involve standing in an upright position	✓	Performed sometimes	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	✓	Performed sometimes	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	✓	Performed sometimes	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	✓	Performed sometimes	

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	✓	Performed sometimes	
Keyboard Duties Tasks involve sitting at workstation and using computer.	✓	Performed often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	✓	Performed often	

Any other relevant comments:

Short listed candidates may be required to attend a pre-employment medical examination.

This position may be required to attend out of hours meeting.