

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Senior Urban Planner	Level	7
Business Unit	Planning Services	Position Number	00115, 00125, 00609, 00778, 01479
Directorate	Planning & Community Development	Date Established	June 2006
Reporting to	Coordinator Planning Approvals; Coordinator Urban Design and Policy	Date Updated	April 2018

2. KEY OBJECTIVES

- Undertake the performance of the City's statutory planning function by examining, processing and reporting on development applications, subdivision applications/clearances, structure plan applications and local planning scheme amendments.
- Contribute to the leadership of the team, including monitoring and reviewing the work of Urban Planners, to ensure the City's service levels are achieved.
- Undertake or participate in planning project initiatives and policy development, including Urban Design and Policy projects.
- Provide professional planning advice to the general community, other government agencies, developers, consultants and other City employees.

3. KEY ACCOUNTABILITIES

- Provide accurate and timely planning advice, information and recommendations/decisions in accordance with the City's protocols, procedures and relevant legislation.
- Prepare and review planning assessments and/or reports for decisions makers and determinations to ensure they are accurate and meet all statutory requirements.
- Ensure project work is undertaken in accordance with the requirements of the City's Project Management Framework and business unit plan.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Comply with WHS legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: Senior Planning Activities

- Assist in the allocation and monitoring of the team's day to day activities to ensure that all responsibilities, obligations and functions are discharged in a professional and timely manner.
- Assist in the supervision, feedback and training of Urban Planners within the team with a strong emphasis on customer service (internal and external).
- Prepare and review a range of planning assessments and reports on statutory planning items including Local Planning Scheme amendments, structure plan proposals, subdivision applications and clearances, development applications, liquor licenses and Crown land matters, in accordance with statutory requirements, planning policies and sound planning principles.
- Issue decisions, review and sign correspondence.
- Research and draft responses or information for the general community, applicants, other business units, Elected Members, Members of Parliament and others on matters pertaining to planning and the sub unit, including complaints.
- Proactively build positive working relationships with, but not limited to, planning, building, infrastructure, compliance and environmental health to assist with resolution of planning related matters.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: Projects

- Undertake projects relating to development assessment, strategic planning and urban design and policy, including preparing local planning policies, strategies, local development plans, structure plans and scheme amendments.
- Undertake project management tasks including setting priorities, establishing objectives and milestones, estimate times and scheduling activities.
- Prepare briefs for consultant involvement in undertaking planning related tasks, and supervise the resulting work.
- Prepare relevant project reporting documentation.
- Deliver projects in accordance with agreed scope, timeframes and budgets.

Outcome: Advice and Representation

- Advise and assist the Coordinators and Manager on planning matters.
- Liaise with and provide professional advice to the general public, applicants, other City employees and government agencies regarding planning matters.
- Respond to written correspondence and enquiries.
- Liaise with, and provide direction to, the City's Solicitors in regard to planning related legal matters and the preparation of legal documents.
- Attend and provide expert advice on behalf of the City at the State Administrative Tribunal or in court.

Outcome: Continuous Improvement

- Maintain outcome focused work procedures using performance measures.
- Identify and record opportunities for improvement to procedures or systems that will increase efficiency or delivery of better customer service.
- Contribute towards the identification, development, implementation and maintenance of operational procedures and policies.
- Proactively work in conjunction with, but not limited to, planning, building, infrastructure, compliance and environmental health to ensure efficient and effective communication of cross-functional information.

5. WORK RELATED REQUIREMENTS / SELECTION CRITERIA

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Highly developed written and verbal communication skills, including report writing.
- Highly developed interpersonal and negotiation skills.
- Highly developed decision making, analytical, research and design skills.
- Highly developed time management skills.
- Highly developed computer literacy/keyboard skills including the Microsoft suite of programs (Word, Excel, PowerPoint, Outlook, etc).
- Highly developed customer service skills.
- Project management skills.
- Coaching and feedback skills.
- Specialist ability to administer and interpret Town Planning, Local Government and associated legislation, local laws and procedures.

Knowledge:

- Comprehensive knowledge of the structure and function of Local, State and Commonwealth governments in relation to statutory town planning, environmental, land use and development issues.
- Comprehensive knowledge of and specialist skills to administer and interpret the *Planning and Development Act 2005*, *Residential Design Codes* and related legislation and government policies.
- Detailed knowledge of activities, processes and work practices relevant to development applications, subdivisions, local development plans, structure plans, and local planning scheme amendments.
- Working knowledge of community participation processes and methodologies.
- Working knowledge of physical, natural, human and environmental factors and processes relevant to strategic planning.
- Working knowledge of land related matters, including Crown land matters and associated legal documents.

Experience:

- Substantial experience in statutory land use planning within the context of Local and/or State Government.
- Sound experience in the assessment, processing, and reporting development applications, subdivision applications and clearances, local development plans, structure plans, scheme amendments.
- Sound experience in the preparation of local development plans, structure plans, scheme amendments, strategies, policies and other project work.
- Experience in mentoring and coaching within multidisciplinary work teams.

Qualifications / Clearances:

- Tertiary qualification appropriate to Urban and Regional Planning or Urban Design.
- Current Western Australian 'C' Class Driver's License.

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy but advice is available on complex or unusual matters.
- Establishes work priorities and monitors workflow in area of responsibility; provides coaching and guidance to Urban Planners.
- This position may exert influence on consultation and negotiation with internal business units, government agencies, developers and consultants to achieve satisfactory planning outcomes and meet the Council policies.
- Undertake a range of duties within work area, including problem definition, planning and the exercise of judgment.
- Complex decision making requiring analytical approach, development, creativity and adaptation where methods, procedures and processes are often not well defined.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction.

Internal:

- Planning Services employees
- Compliance and Regulatory Services
- Infrastructure Management Services
- Operation Services
- Marketing and Communications
- Strategic and Organisational Development
- City Projects
- Other Business Units

External:

- General public
- Government departments and agencies
- Applicants
- City's legal advisers
- Appellant bodies/ State Administrative Tribunal
- Other local authorities

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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