



URBAN PLANNER POSITION DESCRIPTION

Department:	Urban Planning & Environment
Unit:	Development & Regulatory Services
Section:	Development
Reports To:	Manager, Development & Regulatory Services The Position is also expected to work in collaboration with other staff across the organisation.
Direct Reports:	Nil.
Classification:	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer, Level 4 – 5 Subject to level of skill and experience
Special Conditions:	Some out of hours work, such as attendance at Council Assessment Panel Meetings will be required.

PURPOSE

The Urban Planner is responsible for the timely and accurate assessment of all types of Development Applications in accordance with the requirements of the Planning, Development & Infrastructure Act 2016 and the provisions of the Planning & Design Code.

Other responsibilities include assessing outdoor dining applications, assessing liquor licence applications and from time to time, taking enforcement action in respect to illegal development.

The Urban Planner will assist in the delivery of an efficient and effective assessment process which will result in the creation of an urban environment which aligns with the Council's Vision for the City.

KEY RESPONSIBILITIES

- Liaise with members of the public to advise on development assessment matters relating to the Planning, Development & Infrastructure Act 2016 and other matters generally pertaining to development and the future development of the City, including the provision of preliminary planning advice.
- Undertake quality, timely and transparent assessment of a range of Development Applications
- Ensure that all delegated decisions are made in a timely, accurate and transparent manner.
- Assess applications in accordance with relevant legislation including the Planning, Development & Infrastructure Act 2016 and the Planning & Design Code.
- Prepare well-researched and written reports for the Council's Assessment Panel and other decision-making Committees as required.
- Assist with updating procedures for development lodgement and assessment and identify any need for the review of procedures and undertake the reviews as required.
- Assess liquor license applications and outdoor dining applications
- Attend and present at Council Assessment Panel meetings.
- Maintain corporate databases and corporate records in compliance with legislation and the Council's expectations.
- Identify opportunities for the review of policy and the development of new policies, including Planning & Design Code policy, as appropriate.
- Identify the need to review general Council policies as necessary.
- Contribute to strategic planning processes and identify strategic planning opportunities, as appropriate.
- Provide input into the review of policies including State and Federal Government initiatives.
- From time to time if required, undertake investigations, follow up and enforcement action, in relation to unlawful land-uses and development activities, in consultation with the Manager or Senior Urban Planners.
- Understand the expectations and needs of the customers of the Development Assessment Unit and provide a responsive service aligned with the Organisational Values.
- Identify areas for Service Delivery improvement in line with identified customer feedback and organisational needs.

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- Participate in the establishment and reporting of key performance indicators (KPI's) and targets for all services within the area of responsibility.
- In conjunction with the Manager, Development Assessment, develop, deploy and evaluate allocated projects and process improvement initiatives.
- Assist the Development Assessment Unit to continuously improve processes and systems.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Demonstrated working knowledge of South Australian planning legislation, including the Development Act 1993, Planning, Development and Infrastructure Act 2016, associated Regulations and the Planning & Design Code, and the development assessment process.
- Demonstrated experience in the assessment of a range of Development Applications received by a Planning Authority pursuant to the Planning, Development and Infrastructure Act 2016.
- Experience liaising with members of the public on aspects relating to planning legislation in South Australia.
- Strong communication, research, and reporting skills, with the ability to engage effectively with staff, the public, and government agencies.
- Well-developed organisational, problem-solving, and strategic thinking skills, with the ability to identify issues and develop practical solutions.
- Excellent time management skills in order to prioritise tasks and meet deadlines.
- Professional, flexible, and self-motivated approach, demonstrating empathy, adaptability, integrity, and respect in diverse situations.

DESIRABLE CRITERIA

- Relevant qualification in Town Planning or a related discipline.
- Corporate Membership of the Planning Institute of Australia (or eligibility).
- Experience using planning and authority software systems, including Objective and Authority.
- Previous experience in Local Government. A sound understanding of general corporate practices and procedures and Local Government Practices
- Demonstrated knowledge of relevant legislation, including in Real Property & Titles, Local Government Act 1999, Environment Protection Act 1993, Public Health Act 2011 and Electricity provision.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Current drivers licence.
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.
- Some out of hours work and attendance at Council Assessment Panel meetings and other meetings is required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

- All Workers
- Prioritise safety in the workplace.
 - Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
 - Comply with legislation, policies, procedures and participate in WHS training.
 - Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
 - Use tools and equipment correctly to protect the health and safety of yourself and others.
 - Ensure you are medically and physically fit to undertake the requirements of your position.
 - Follow reasonable safety instructions.
 - Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

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POSITION DESCRIPTION**

WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

Insert Name of Incumbent.
URBAN PLANNER
Date _____