

PLANNING OFFICER POSITION DESCRIPTION

Department: Urban Planning & Environment
Unit: Development & Regulatory Services
Section: Development
Reports To: Team Leader, Development

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 3

Special Conditions: Three (3) year fixed-term contract position
 0.6 FTE
 Some out-of-hours work may be required.

PURPOSE

The Planning Officer is responsible and accountable for the timely and accurate assessment and enforcement of a range of Development Applications, in accord with the requirements of the *Planning, Development & Infrastructure Act 2016* and the provisions of the Planning & Design Code.

Other responsibilities include providing preliminary advice and answering queries, and from time to time, assisting with enforcement action in respect to illegal development.

The Planning Officer will, through the outputs set out above, assist in the delivery of an efficient and effective assessment process which, in turn, will result in the creation of an urban environment which aligns with the Council's Vision for the City.

KEY RESPONSIBILITIES

While working under general direction and general supervision from the Team Leader, Development (and other officers as directed):

- Provide customer service in line with the organisational customer service expectations and standards.
- Provide written and verbal communication that is timely and of a high standard to ensure the delivery of clear information.
- Undertake planning assessments of minor development applications in accordance with the legislative requirements of the *Planning, Development and Infrastructure Act 2016*.
- Provide support to the roles of Team Leader, Development, Senior Urban Planner and Urban Planner to ensure that administration functions and customer service standards are maintained within Development & Regulatory Services.
- Attend Council Assessment Panel meetings as required
- Provide a range of planning and administration support in a timely and accurate manner, including records management, correspondence preparation and management, data entry, reporting and maintenance of registers and databases.
- Receive development applications, undertake the verification and processing of development applications, check that all required forms and documents have been supplied, all fees paid, and issue correspondence in accordance with statutory requirements.
- Review and prepare all statutory documentation and correspondence pertaining to Development Approvals in accordance with the legislative requirements, including consistency between consents.
- Maintain and update corporate records management systems relating to property and development data.
- Under general direction, and with support from senior officers, administer relevant legislation under Council's control, particularly:
 - Planning, Development and Infrastructure Act 2016.

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- Community Titles Act 1996.
- Environment Protection Act 1993.
- Local Government Act 1999; and
- Associated Regulations.
- Provide support to the Manager, Development & Regulatory Services, Assessment Manager, Senior Urban Planners, Urban Planners and other members of the team by undertaking assigned tasks and projects.
- Follow established health and safety procedures, policy requirements and specific precautions in relation to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Prepare accurate and quality documentation, correspondence and records in relation to all activities and procedures, within specified timeframes.
- Adequately manage any corporate records created and received according to NPSP policies, procedures and legislation.
- Positively contribute to the success of the organisation's culture.
- Undertake other related duties associated with the position and Development & Regulatory Services Department as required

SELECTION CRITERIA

ESSENTIAL CRITERIA

- A developing practical knowledge of the administrative and technical provisions of the *Planning, Development and Infrastructure Act 2016*, *Local Government Act 1999* and an understanding of general planning procedures/requirements and development applications.
- Prior relevant experience working in accordance with the *Planning, Development and Infrastructure Act 2016*
- Working knowledge of the principles and practices of customer service.
- Working knowledge of Microsoft Word, Excel and Outlook.

DESIRABLE CRITERIA

- A tertiary qualification in Urban and Regional Planning (or related field) or expecting to be completed within the next six months.
- Working knowledge of Objective, Authority, Pathway or similar software and the PlanSA portal.
- Some general knowledge of the role of Local Government in planning and administrative services.
- Knowledge of the Council area.

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.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

All Workers Are responsible for:

- Prioritising safety in the workplace.
- Taking reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
- Complying with legislation, policies, procedures and participating in WHS training.
- Proactively identifying and reporting hazards, incidents, injuries and property damage, using appropriate reporting systems.
- Using tools and equipment correctly to protect the health and safety of yourself and others.
- Ensuring you are medically and physically fit to undertake the requirements of your position.
- Following reasonable safety instructions.
- Not attending work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

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.
PLANNING OFFICER
Date _____