

Position Title:		Grade:	
Principal Strategic Town Planner		11	
Position Type:		Hours:	
Permanent Full Time (35 Hrs)		35 hours per week Based on: <input checked="" type="checkbox"/> 35 hr/week <input type="checkbox"/> 38 hr/week	
Branch:		Division:	
Strategic Planning		Planning	
Reporting to:		Child Protection Risk:	
Team Leader, Strategic Planning		<input type="checkbox"/> High <input checked="" type="checkbox"/> Low	

Position Objectives

To be part of, and contribute to, a team focused on providing strategic town planning advice to Council to determine the manner in which land is used to enhance the social, economic, environmental and recreational well being of the community. The position services Council's constituent and external customers of Council and provides management support to the Strategic Planning Manager

Scope

The Principal Strategic Town Planner position has six (6) major components:

- Provide management support to the Strategic Planning Manager and Team Leader by guiding and mentoring members of the Team in undertaking the responsibilities of the Branch and providing effective service to customers
- Supervise and manage the preparation of environmental planning studies, planning instruments, development control plans, codes and policies
- Sign Planning Certificates in accordance with Section 149 of the Environmental Planning and Assessment Act, 1979
- Assess development applications and provide advice on referred development applications in a timely and professional manner
- Review and monitor the processes and procedures of the Branch to ensure best practice and quality project outcomes and service to customers
- Mentor other members of the Team to ensure professional development of staff and the employment of best practice

The position is responsible to the Strategic Planning Team Leader. The Strategic Planning Branch contributes to the Planning Division's objective of striking a balance between meeting the needs of Hornsby Shire's growing population and protecting its natural environment.

Duties & Responsibilities

Management

1. Assist the Strategic Planning Manager and Team Leader in management of the Strategic Planning Branch if required
2. Mentor and support ongoing learning for other staff in strategic planning, project management and providing an efficient and effective service to customers
3. Provide information for the preparation of Council's Delivery Program, Operational Plan and other corporate projects concerning strategic town planning matters
4. Develop systems to assist manage the Strategic Planning Branch, coordinate Branch resources and monitor the progress of strategic planning projects
5. Act in the role of Team Leader when nominated, during the absence of the Team Leader

Strategic Planning

1. Develop and be accountable for project plans, work specifications and performance management arrangements to ensure the delivery of strategic planning projects in accordance with the Strategic Planning Program
2. Lead, supervise and manage multi-disciplinary project teams in the preparation of environmental planning studies, Local Environmental Plans, Development Control Plans, Section 94 Development Contribution Plans, codes and policies in accordance with the environmental, social and economic values of the Shire
3. Ensure service delivery and statutory targets are achieved and maintained by supporting, encouraging and expanding teamwork and the capabilities of project team members
4. Integrate project activities and outputs with the activities of other Divisions and Branches to ensure coordinated solutions to community issues and needs
5. Tutor and mentor staff in changes to planning legislation
6. Provide advice to other Branches of Council and the community on strategic town planning matters
7. Ensure effective community consultation is undertaken with respect to strategic town planning projects
8. Represent Council in negotiating with stakeholders on strategic outcomes
9. Liaise with internal staff at all levels in the preparation and review of planning policy and assessment criteria
10. Prepare reports to Council and planning submissions on town planning issues as required

Certificates

1. Sign Section 10.7 Certificates and answer enquires on same
2. Monitor and update the form and content of Section 10.7 Certificates
3. Maintain and update the procedures for the generation, checking and signing of Section 10.7 Certificates
4. Investigate and identify appropriate actions where service delivery times or processes are not being met

Development Control

1. Assess and determine Development Applications when requested by the Strategic Planning Manager
2. Undertake Consent reviews when requested by the Strategic Planning Manager
3. Provide advice and assessment of environmental and planning matters, including heritage, relating to

Duties & Responsibilities
Development Applications
<p>Legal</p> <ol style="list-style-type: none"> 1. Present evidence in the Land and Environment Court 2. Obtain and present evidence in courts of law as required to enforce appropriate statutes and delegated legislation 3. Represent Council as an expert witness in court hearings and Commissions of Inquiry 4. Assist staff with procedures and/or training for preparation of evidence and attendance at the Land and Environment Court
<p>Financial</p> <ol style="list-style-type: none"> 1. Assist the Strategic Planning Manager and/or Team Leader with the formulation of the annual budget and Operational Plan for the Team 2. Formulate project budgets and monitor expenditure to ensure that projects are delivered within budget 3. Authorise expenditure from Strategic Planning Branch accounts, in accordance with delegations
<p>Administration</p> <ol style="list-style-type: none"> 1. Keep the Team Leader and Manager advised of key issues 2. Prepare and sign correspondence, newspaper advertisements and personnel matters, in accordance with delegations 3. Represent Council at committee meetings and other meetings as requested by the Strategic Planning Manager 4. Liaise, consult and negotiate with officers of other Council branches, Government authorities, developers, community groups and the general public 5. Assist in the development of the Planning Division's content on Council's corporate website 6. Prepare exhibition material and advertisements concerning strategic planning matters 7. Undertake other duties, from time to time, as requested by the Strategic Planning Manager within the skills, training and experience of the position
<p>General</p> <ol style="list-style-type: none"> 1. Ensure implementation of WHS Responsibilities – Level 6 outlined in the attached document. 2. Ensure that all Council business is adequately documented in all relevant systems in accordance with appropriate determinations, standards and procedures 3. Ensure that records adequately document business transactions and are made and kept in the Document Management System in compliance with Council's determination, standards and procedures for recordkeeping 4. Ensure information, including personal passwords for Council's systems, is maintained in a secure manner with any security breaches reported immediately to the Branch Manager. 5. Enter and maintain time and attendance, leave and higher duty records in the time and attendance

Duties & Responsibilities

system in accordance with Council's business rules, procedures and practices, within specified timeframes for each pay period

Organisational Context

The Planning Division is responsible for striking a sustainable balance between meeting the needs of Hornsby Shire's growing population and the long term protection of the Shire's natural environment. The Division comprises three main sections namely, Strategic Planning, Assessments and Certification and Compliance, and a small Administration support team.

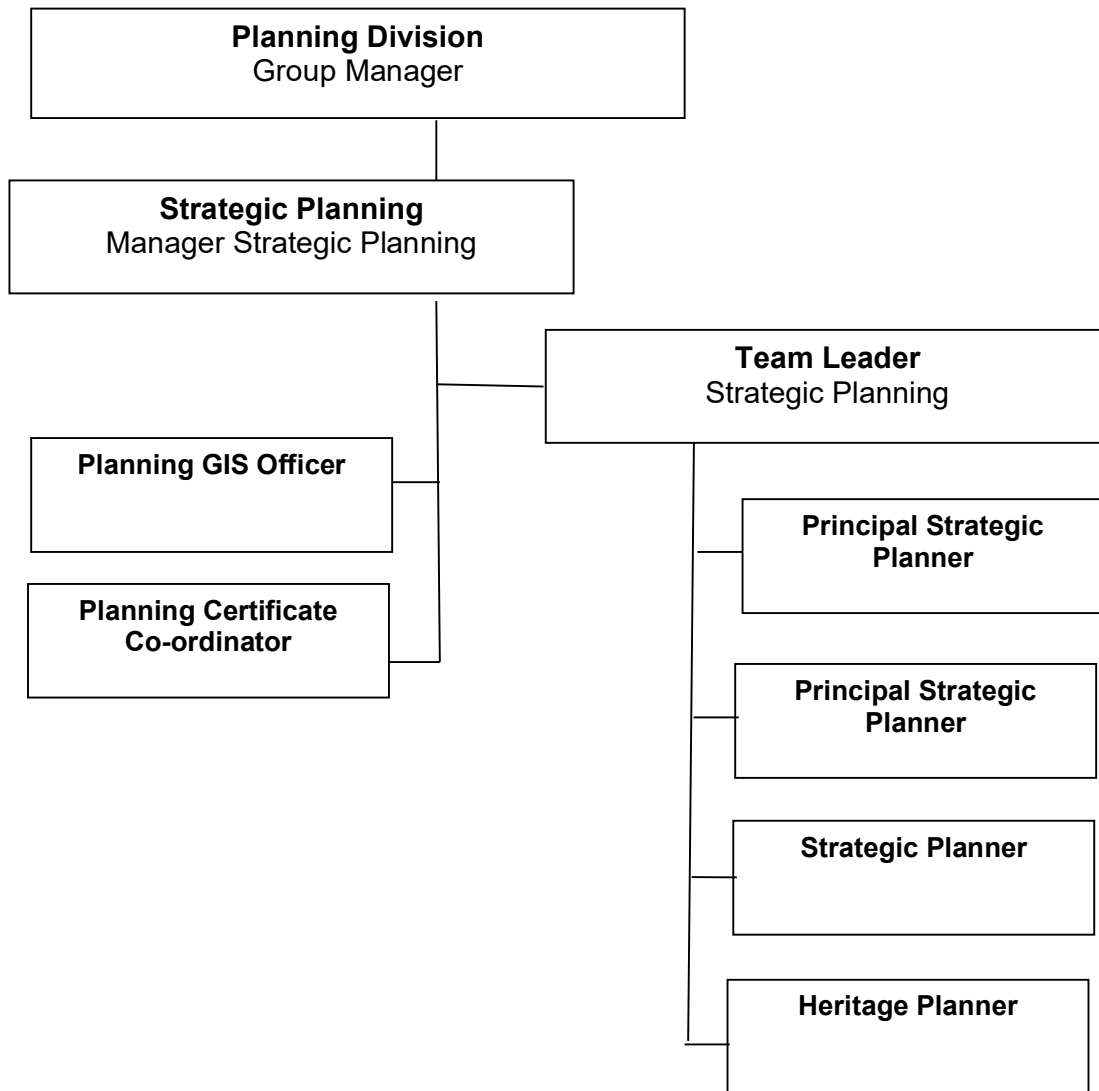
The Strategic Planning Branch prepares comprehensive strategies for the development and future use of all land within the Shire. The strategies are based on planning studies undertaken by the Branch and implemented through Planning Proposals and Development Control Plans (DCPs). The Branch prepares Local Environmental Plans to provide clear, achievable and enforceable planning controls to ensure the implementation of planning studies. DCPs provide detailed development controls addressing environmental protection, heritage conservation, social and economic considerations.

The Branch is also responsible for the preparation and issue of Certificates under section 10.7 of the Environmental Planning and Assessment Act 1979 and the preparation of reports to Council on the merits of rezoning proposals. A specialist position within the Branch undertakes the promotion of heritage conservation and preparation of advice on the heritage implications of development applications.

An Assessment team considers all development applications. The team comprises Environmental Health and Building Surveyors, Town Planners and Development Engineers. The team provides expert evaluation of DAs to ensure that new developments comply with State laws and Council planning controls.

Developments are subject to rigorous inspections to ensure appropriate standards of health and safety are met. A Certification and Compliance Team is responsible for the certification of buildings, maintaining compliance with environmental and land-use planning laws, public health and safety, and the inspection of food premises and animal control. The team also monitors development consents to ensure that conditions of approval are complied with.

See attached Branch structure diagram



Person Specification

The Principal Strategic Town Planner role requires a pro-active, enthusiastic person who has good organisational and time-management skills and the ability to plan and implement projects and assist other staff in the achievement of tasks undertaken by the Branch. The person must have proven ability to work independently yet within a team environment, and to encourage and mentor other members of the Strategic Planning Branch.

The Principal Strategic Town Planner is required to have high level professional knowledge and skills and advanced research, analysis and problem-solving abilities. Proficiency in oral and written communication is essential in fulfilling the tasks associated with reporting and presenting complex issues to Council and the community. A commitment to efficient and effective customer service is also essential.

The person is expected to be capable of assisting the Team Leader in the performance of administrative and organisational tasks, and to act in the position of Team Leader during periods of absence. This requires the person to have good leadership qualities and to use well developed liaison and communication skills in dealing with people at the highest level, both internal and external to the organisation. The person would normally work in an office environment and may be required to work variable hours. Access to Council's flexible working hour's scheme is available.

Qualifications

- Tertiary qualifications in Town Planning
- Eligibility for membership of the Planning Institute of Australia

Experience, Skills and Knowledge

- Demonstrated significant experience in strategic town planning including the preparation of Local Environment Plans, Development Control Plans and related legislation
- Significant knowledge of the relevant sections of the Environmental Planning and Assessment Act, Heritage Act and Local Government Act
- Experience in supervising or managing staff
- Highly developed interpersonal skills with the ability to liaise with all levels of management and staff
- An understanding and proven commitment to ecological sustainable development principles
- Excellent written and oral communication skills
- Ability to develop and implement management systems
- High level organisational and time-management skills
- Ability to work autonomously within a team
- Advanced research, analysis and problem-solving abilities
- Effective conflict resolution/negotiation skills
- Computer proficiency
- Demonstrated high level commitment to quality customer service and an awareness of the need to ensure professional and committed support to Council and Council Branches
- Proven ability to undertake work of a sensitive nature requiring appropriate discretion
- Understanding of Code of Conduct, Equal Employment Opportunity (EEO) and Work Health and Safety (WH&S) issues in the workplace

Person Specification

Desirable Criteria

Qualifications

- Undertaking/completed Post-Graduate qualifications in a related field such as Urban Design, Environmental Science, Economics or Law

Experience, Skills and Knowledge

- Public speaking skills
- Heritage assessment or heritage policy preparation experience
- Experience in community engagement

Licences or Certificates

- Current Class C Drivers Licence

Document Approval

After discussions with my supervisor, I agree that this Position Description and Person Specification is an accurate and fair description of my position.

Incumbent Signature:

Incumbent Name:

Date:

After discussions with the current incumbent (where relevant), I agree that this Position Description is an accurate and fair description of the position.

Supervisor Signature:

Supervisor Name:

Date: