

SENIOR URBAN PLANNER POSITION DESCRIPTION

Department:	Urban Planning & Environment
Unit:	Development Assessment or Urban Planning & Sustainability
Section:	Development Assessment or Urban Planning & Sustainability
Reports To:	Reports to the Manager, Development Assessment or the Manager, Urban Planning & Sustainability, depending on organisational needs, as determined by the General Manager, Urban Planning & Environment. 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 6 to Level 7

Special Conditions:

PURPOSE

The Senior Urban Planner is responsible and accountable for:

- Timely, accurate and transparent assessment and enforcement of all types of Development Applications in accord with the requirements of the Planning, Development and Infrastructure Act 2016; and/or
- Contributing to the provision of an up-to-date Planning and Design Code for the Council through the investigation and preparation of urban planning policies; and/or
- Assisting to devise, develop and formulate policies and concepts for incorporation in the City's Planning and Design Code, Strategic Management Plan and other policy documents; and/or
- Monitoring and reviewing the effectiveness of planning systems including maintaining and analysing development assessment statistics, urban development trends and relevant community influences; and/or
- Assessing outdoor dining applications; and/or
- Liquor licensing advice to management, Council and citizens; and/or
- The provision of timely and accurate planning advice to the Council, the community and staff.

The Senior Urban Planner may be responsible for any number of the above work areas at any given time, depending on needs within the Organisation. Typically, the Senior Urban Planner will be assigned to either development assessment focussed work areas or planning policy focussed work areas for a defined period.

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

Position Objectives

- To contribute to the overall good governance of the City in respect to Development Assessment and Development Policy (including Code Amendment) procedures.
- To provide comprehensive leadership associated with the Council's obligations for the provision of development assessment functions and policy formulation under *the Planning, Development and Infrastructure Act 2016* and other relevant legislation.
- To ensure that through the Development Assessment process and maintenance of an up-to-date Planning and Design Code, the Council is able to achieve best practice outputs and outcomes in respect to the built and natural environment.

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KEY RESPONSIBILITIES

DEVELOPMENT ASSESSMENT

- Provide quality, timely and transparent assessment of Development Applications, including large scale, complex and contentious applications, in accordance with relevant legislation.
- Prepare well-researched and written reports for the Council Assessment Panel and other decision-making Committees as required.
- Assist with up-dating procedures for development assessment and identify any need for the review of procedures and undertake the reviews as required.
- Liaise with members of the public to advise on all aspects relating to development assessment and enforcement matters and other matters generally pertaining to development and the future development of the City.
- Research and prepare articles for “*Look East*” and other media, relating to development assessment, as required from time to time.
- Provision of liquor licensing advice to applicants, Council and the general public

DEVELOPMENT ASSESSMENT LEADERSHIP

- Assist the Manager, Development Assessment, with the co-ordination of the assessment of Development Applications and provision of information and advice to other departments, Council and citizens.
- Provide ongoing guidance, mentoring and assistance to other Development Assessment staff.
- Co-ordinate, analyse and report on development related statistics, including recommendations for improvement and provide quarterly reports to senior staff, the Council and the Council Assessment Panel.

COMPLIANCE AND ENFORCEMENT

- Undertake investigations, follow up and enforcement action, in relation to unlawful land-uses and development activities.

OUTDOOR DINING AND LIQUOR LICENCING ASSESSMENT AND CO-ORDINATION

- Assess applications, enforce and keep a register for Outdoor Dining Permits.

PLANNING POLICY ANALYSIS AND DEVELOPMENT

- Contribute to the creation of a comprehensive and up to date Planning and Design Code for the City through the monitoring of development influences, legislative changes and strategic review.
- Research, investigate and progress planning, development and environmental policies and projects of importance to the Council.
- Devise and present policies and development frameworks for precincts and local areas.
- Prepare reports for the Council and other relevant committees, based on sound investigations and well-negotiated processes.
- Undertake investigations into issues and provide advice on urban policy issues to Elected Members, staff, residents, businesses as well as consultants and Government agencies.
- Plan, develop and implement effective community consultation processes for Code Amendments, Regional Plans and other planning policy priorities.
- Monitor changes in policy direction, legislation and planning instruments to enable the preparation of timely and informed submissions on behalf of Council to external agencies/ organisations.
- Identify opportunities for the review of policy and contribute to the development of new policies, including Planning and Design Code policy, as appropriate.

PROJECT MANAGEMENT, CO-ORDINATION AND LIAISON

- Work with or lead staff across the organisation to identify, conceptualise and progress key projects and outcomes.
- Oversee the appointment and management of consultants and contractors to undertake specific projects.
- Prepare submissions for funding of relevant projects.
- Prepare budget proposals, manage budget expenditure and provide timely financial reporting.

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SELECTION CRITERIA

ESSENTIAL CRITERIA

Knowledge

- Extensive Experience in the assessment of a range of Development Applications including complex proposals pursuant to the *Planning, Development and Infrastructure Act 2016*.
- Demonstrated experience in the development and formulation of policies and strategies.
- Significant experience in the preparation of Code Amendments including consultation and negotiation with State Government.
- Extensive knowledge of the *Planning, Development and Infrastructure Act 2016* and Regulations.
- Knowledge of Local Government service delivery, decision making processes, budgeting and reporting.
- Extensive working knowledge of all aspects of the development control and Code Amendment processes.
- High level understanding of the integration of local and regional political, economic, social and environmental trends.
- Comprehensive knowledge of Government legislation and other agency processes as it impacts on the scope and formulation of planning policy.
- An understanding of liveable, competitive and sustainable cities and the ability to achieve well designed neighbourhoods and precincts in a local government context.
- Working knowledge of the current policy, procedures and legislation in the areas of Real Property Act, Local Government administration, environmental protection, water management, public and environmental health and infrastructure provision.
- An understanding of information technology and its application in urban planning.
- An understanding of the development industry.
- Understanding of the *Liquor Licensing Act* and related procedures.
- A working knowledge of the fields of specialist advice (e.g., engineering, heritage, traffic, horticulture) and their application to the development assessment process and policy formulation.

Personal Attributes

- Proactive in approach and taking pride in quality of work outputs.
- Demonstrated ability to be sensitive and responsive to local needs and areas of concern including those related to cultural, social and environmental matters.
- Demonstrated relate to and work with people from various backgrounds.
- Ability to work in isolated settings, group settings and within a team environment co-ordinating input across related disciplines.
- Ability to work in a flexible manner and adapt to a variety of circumstances.
- Demonstrated high level of initiative and conduct business in an honest and respectful manner maintaining a high level of professionalism at all times.
- Capable of caring and acting courteously.

Skills

- Excellent oral and written communication skills including the ability to write clear, concise reports, communicate concepts to others and present in a variety of forums.
- Ability to think logically and strategically and solve problems to complex tasks.
- Strong policy development and analysis skills.
- Demonstrated community engagement skills.
- A flexible approach to tasks.
- Highly developed organisational and time management skills including an ability to manage competing priorities.
- Demonstrated ability to provide direction and lead cross-functional teams.
- Excellent negotiation, conflict resolution and networking skills.
- Excellent capacity to integrate information from a wide variety of sources and subject areas
- Ability to undertake comprehensive research and to clearly and concisely report the findings.
- Ability to identify problems and procedural blocks and to develop strategic solutions.
- Eligibility for Corporate Membership of the Planning Institute of Australia.
- Current Driver's licence.

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Delegation & Authority

- As set out in the relevant Delegations Schedule as approved and varied from time to time by the Council.

DESIRABLE CRITERIA

- Experience in Local Government and its operation.
- Experience in the use of the Plan SA Planning Portal
- Experience in the use of Authority software.
- Experience in providing leadership to and within Development Assessment teams.
- Experience in the preparation of consultancy briefs and project management.
- Post graduate qualifications in Urban and Regional Planning or an allied field.
- Degree in Urban and Regional Planning or related disciplines.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance.
- 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
- 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.

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.
SENIOR URBAN PLANNER
Date _____