



Position Description

Senior Urban Planner

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

POSITION TITLE:	Senior Urban Planner
AWARD CLASSIFICATION:	Band 6
DEPARTMENT:	City Development
DIVISION:	Development, Transport and City Amenity
DATE APPROVED:	September 2023
APPROVED BY	Manager City Development

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO:	Statutory Planning Coordinator
SUPERVISES:	N/A
INTERNAL LIAISONS:	Council Employees and Managers, Executive Team and Councillors
EXTERNAL LIAISONS:	Government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors

POSITION OBJECTIVES

- Provide effective statutory planning services with a focus on the responsible administration of the Port Phillip Planning Scheme.
- Provide efficient and effective analytical assessment of planning applications.
- Ensure recommendations and decisions comply with legislative requirements.
- Provide efficient and courteous customer service to all enquiries and promote positive interactions with service users.
- To ensure that appropriate attention is given to the public functions of the office and be cognisant with Council's role as a public body under the Local Government Act 1989.



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KEY RESPONSIBILITY AND DUTIES

- Undertake processing of planning permit applications in accordance with the Port Phillip Planning Scheme and the *Planning and Environment Act 1987*, including critically evaluating and reporting on applications (often significant and/or sensitive development proposals) and advising of conditions or grounds which should be part of the decision.
- Provide high standard of decision making in relation to Council's planning responsibilities (timely, accurate, thorough and professional advice and analysis) and provide advice to other planners on complex matters.
- Make decisions as a key Delegated Officer in accordance with the Delegation Manual.
- Develop a professional partnership and high levels of communication with the relevant Ward Councillors and key stakeholders on all planning issues.
- Provide customer service and advice to preferred planning and development directions based on adopted amendments, strategies and policies.
- Professional representations on behalf of Statutory Planning including attendance at Council meetings, Neighbourhood Forums and the Victorian Civil and Administrative Tribunal (VCAT). Liaise with other Council departments.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The position acts independently under the guidance of the Co-ordinator.
- Act as a delegate for Council in decision making under delegated authority in an efficient and timely manner.

JUDGMENT AND DECISION MAKING

- Required to solve specialist day-to-day statutory planning problems in accordance with legislative parameters and internal policies/procedures with methods, procedures and processes developed from theory or precedent. Problem solving may involve the application of previous experience to new situations.
- Ability to make recommendations amongst competing interests and analyse proposals and use processes that result in an effective decision.
- Referral of documentation to other appropriate departments and bodies as per procedure and delegation.
- Act as a delegate in accordance with the Schedule of Delegation.
- Assist the manager in ensuring the maintenance of all appropriate systems within the department for the administration and enforcement of the *Planning and Environment Act 1987* and the Port Phillip Planning Scheme.

SPECIALIST SKILLS AND KNOWLEDGE

- Sound analytical research and investigative skills.



Position Description

Senior Urban Planner

- An understanding of the underlying principles of urban planning, the planning system and legislation and their application at the Local Government level.
- General knowledge of interpreting planning and related legislation, regulations and processes and the ability to effectively communicate and apply information about them.
- An understanding of heritage, urban conservation, urban design and environmental planning principles.
- Confident negotiation and conflict resolution skills.
- Developed skills in report writing and the preparation of external correspondence.
- Administrative and computer application skills: programs applicable to statutory planning and the City of Port Phillip.

MANAGEMENT SKILLS

- Ability to set priorities and organise, assign and monitor work to meet the required outputs and timelines.
- Ability to critically analyse and proactively improve systems and processes.
- Highly developed time management and planning skills.

OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work.
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions.
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes.
- Participate as appropriate in an early and safe return to work program after a workplace injury.
- Participate in the improvement of health and safety, including incident investigations and risk management processes.
- Maintain knowledge of OHS issues relevant to your work.

INTERPERSONAL SKILLS

- Highly developed communication skills (written and oral).
- Confidence in speaking in a diverse range of public and internal forums.
- The ability to gain the co-operation of co-workers, applicants and the public to achieve acceptable solutions to difficult planning problems in a friendly and co-operative manner.
- Proven ability to develop and encourage a team spirit.
- A sound understanding of customer service principles and effective means of delivery.



Position Description

Senior Urban Planner

- Advanced negotiation, conflict resolution and problem solving skills.
- Confidence in decision making and interpretation.
- Ability to cope with uncertainty and display flexibility in response to dynamic situations.

QUALIFICATIONS AND EXPERIENCE

- **Academic:** Tertiary qualification in Urban Planning / Urban Studies / Environmental Planning or a closely related field.
- **Experience:** Demonstrated experience delivering effective results in a Local Statutory Planning Office with at least 3 years experience.
- **Experience:** Experience leading and working in a team and / or inter-disciplinary environment

MANDATORY REQUIREMENTS

- Victorian Driver Licence and VicRoads Licence verification.

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- sufficient proof of their right to work in Australia, and
- sufficient proof of their identity.
- Evidence of COVID-19 Vaccination or valid medical exemption in line with the City of Port Phillip Vaccination Policy
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

KEY SELECTION CRITERIA

- Tertiary qualification in Town Planning / Urban Studies / Environmental Planning or a closely related field together with several years' experience in a similar role.
- Experience in a local government town/urban planning office and VCAT, preferably in Victoria.



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- Demonstrated experience in assessing planning applications within the context of relevant Acts, regulations, Planning Scheme provisions and planning and related policies.
- High level skills in report writing, reporting to Council and external correspondence and being able to explain complex planning issues with members of the public.
- Proven ability to set priorities and organise the work required to achieve expected timelines and outcomes.
- Ability to work in a team environment to analyse and proactively improve systems and processes and communicate this process to members of the team.