



Position Description

Coordinator Statutory Planning

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: Coordinator Statutory Planning

Award Classification: SEO

Department: City Development

Division: City Growth and Development

Date Approved: January 2022

Approved By: Manager City Development

ORGANISATIONAL RELATIONSHIPS:

Reports To: Manager City Development

Supervises: Statutory Planners

Internal Stakeholders: Council Employees and Managers, Executive Team and Councillors

External Stakeholders: Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants, developers and applicants

POSITION OBJECTIVES

- As leadership role within the City Development Department, this position is responsible for the day to day coordination of a team of statutory planners to deliver efficient statutory planning functions.
- As a leadership role within the City Development Department the role will lead and administer Council's response to the efficient and effective administration of the Statutory Planning Services for the City of Port Phillip under the Planning and Environment Act 1987 and related legislation and policies, meet agreed service standards, annual budget and performance targets pursuant to professional standards for the Statutory Planning Unit.



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- This position is responsible for fostering a positive and progressive culture and developing and supporting a high performing team.

KEY RESPONSIBILITY AND DUTIES

- To support the statutory planning service delivery ensuring a high standard of decision-making under delegation, via Council and representation at VCAT.
- Lead one of three Statutory Planning Teams to deliver high-quality service that enables timely decision making for development that achieves significant community and / environmental benefits.
- To build a coaching-based culture that invests in the ongoing professional development of staff with the objective of developing their knowledge and understanding of urban planning principles and providing high quality planning outcomes and customer service.
- Represent the Statutory Planning team at the City of Port Phillip Statutory Planning Committee, Councillor Briefings and Consultation meetings and other public forums including VCAT hearings.
- Lead continuous improvement of systems and processes and the customer experience of applicants, residents and other internal and external stakeholders.
- To assist the Manager, City Development in staff, budget and organisational matters.
- To manage complexity, communicate well to a range of audiences, and provide supervision, advice and assistance to other staff within the statutory planning team and to Council.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Directly accountable to Manager City Development for providing team leadership and high-quality planning advice and direction on statutory planning matters, including Acting Manager when required.
- Jointly lead the Statutory Planning Team, including succession planning and the development of a highly capable, aligned and engaged team.
- Promote cross-team and cross-organisation collaboration
- Assist in providing direction and interpretations in the City Development teams through giving advice on complex issues (particularly as it relates to the designated neighbourhood areas).
- Be a key participant in planning staff forums and meetings and to provide direction to staff on complex issues.
- Liaise closely with Councillors on neighbourhood issues and develop a professional rapport and nurture the partnership relationship built with Councillors.
- Make decisions and determine appropriate actions in accordance with the Planning & Environment Act 1987, Planning Regulations and associated Policies, Objectives, Standards, Local Laws, Council policies and delegations.



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- Assist in developing principles, procedures and practices that deliver timely and effective outcomes.
- Act as a delegate for Council in decision making under delegated authority in an efficient manner (including considering other officers' reports) and to manage meetings with Ward Councillors to establish delegation as necessary.

JUDGMENT AND DECISION MAKING

- Ability to comprehend and guide complex and sensitive proposals, determine the issues and manage the process to effectively analyse the issues and lead it to an appropriate conclusion
- Ability to make decisions and solve problems for individual planning applications based on procedures and processes developed from sound planning theory and previous experience in applying the Planning and Environment Act.
- Analyse new legislation and laws and provide advice to inform new procedures for consideration and discussion.
- The position requires the incumbent to act within delegated authority
- Ability to understand issues concerning Councillors and proactively assist in the development of solutions and options
- Ability to make decisions based on professional knowledge of statutory requirements

SPECIALIST SKILLS AND KNOWLEDGE

- A proven understanding of the underlying principles of urban planning, the planning system, related legislation and their application at the local government level.
- Knowledge of effective leadership practice and ability to build high-performing teams.
- Well-developed analytical, research and investigation skills with the ability to prepare cohesive reports.
- A high public service ethic and demonstrated ability to understand and deliver a high-quality service to our customers.
- Strong skills and capability in being able to clearly and accurately communicate in a professional and respectful manner to a broad range of stakeholders.

MANAGEMENT SKILLS

- Actively contribute to the leadership of the City Development Department, promoting cross-organisational collaboration and the corporate values.
- Display personal leadership and undertake coaching, mentoring and the performance assessment and development of staff
- Ability to plan, organise, set priorities and manage time to ensure that resources are optimised, and objectives are achieved within required timeframes.



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- Well-developed negotiation and conflict resolution skills
- Ability to provide leadership and to develop and motivate staff.
- Excellent time management and self-management skills.
- Facilitating effectiveness through empowering, motivating and developing staff within a work environment that promotes diversity, trust and respect.
- Demonstrating strong commitment to professional development and encouraging up skilling in all staff.

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

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

QUALIFICATIONS AND EXPERIENCE

- **Academic:** Tertiary qualification in Urban Planning (or related discipline) with extensive relevant experience.
- **Experience:** Extensive statutory planning experience in a local government setting desirable.

MANDATORY REQUIREMENTS

- Victorian Driver Licence and VicRoads Licence verification

CHILD-SAFE STANDARDS



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- 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 your right to work in Australia, and
- sufficient proof of identity.
- Evidence of COVID-19 Vaccination in line with CHO Direction.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

KEY SELECTION CRITERIA

- Tertiary qualification in urban planning or other relevant field combined with extensive working knowledge and understanding of planning principles and service delivery.
- Demonstrated ability to lead and develop a team of professionals within a political environment with proven excellence in communication (both written and oral), leadership and conflict resolution.
- Experience working in a sensitive and complex political environment with strong negotiation, dispute resolution skills and the ability to successfully negotiate positive outcomes.
- Ability to actively lead and motivate a team, provide and promote service culture through personal leadership.
- Proven ability to manage time, set priorities and manage workloads in order to achieve desired results within the resources and time available despite conflicting work pressures.
- Ability to support continuous service improvement with a focus on customer experience, systems and processes.