

# Principal Planner

Operations Directorate  
Development Services



**Position Number**            **1157.1**

## About the role

The position is responsible for leading Council's statutory town planning functions and development applications, ensuring that development within the municipality is undertaken in accordance with the provisions of the Tasmanian Planning Scheme and Council's policies.

This varied role is a hands-on position, requiring the incumbent to apply their exceptional organisational skills to achieve the demands of the position. The **Principal Planner** will use their knowledge and experience of the planning system and their methodical approach and ability to follow process to work across a diverse range of planning matters and issues, assisting with research, consultation and analysis, to provide recommendations and guidance to internal and external stakeholders.

The nature of land use planning in Tasmania remains dynamic and the position operates in a challenging environment. A key challenge for this role will be working within the boundaries of the Tasmanian Planning Scheme whilst delivering optimal statutory planning, building and development outcomes using considered discretion.

The role requires clear, consistent communication and transfer of knowledge and understanding to those seeking planning and development assistance and action, and customer responses to regulatory services outcomes. This includes having a sound understanding of the importance of providing high-level customer services in line with Council's Customer Service Charter and whilst meeting all statutory timeframes.

As the **Principal Planner** you will be an approachable, constructive member of the team with the ability to self-manage your own workload, prioritise matters and carry out tasks independently, whilst pursuing continuous improvements in quality, planning excellence, culture and engagement.

## Role specific accountabilities

- Support the Manager, Development Services in meeting Council's obligations under the applicable regulations and planning scheme. This includes assisting in the administration of planning systems, procedures and resources required to satisfy all mandatory statutory obligations with land use planning services.
- Lead, mentor and provide advice to Council's Planning Officer/s to ensure a best practice planning approach through practical advice, problem-solving, on-the-job coaching and/or supervision.
- Deliver a high standard of technical and professional advice, consultation, information, and recommendation, and make decisions within delegated authority on matters relevant to land use planning and environment and resource management.
- Assess complex planning applications including applications for the subdivision of land.
- Provide a high level of customer service, support, and advice to both internal and external stakeholders in line with Council's Customer Service Charter and all statutory timeframes.

- Provide administrative and research support to the Manager Development Services to extend and develop Council's operational capacity in sustainable land use and environmental practice.
- Assist in completing statutory assessment and enforcement duties in relation to land use and environmental matters.
- Participate in public consultation and work with community groups on land use, environmental and resource management matters.
- Apply continuous improvement practices and participate in training and development to ensure a high standard of service delivery.
- Foster and enhance a constructive and positive working environment.
- Actively contribute to organisational change and the establishment of effective systems and processes.
- Any other duties as directed in the context of this position.

## Enterprise specific accountabilities

All employees have enterprise-wide accountabilities for which they are responsible. These include:

- Taking care of your own health and safety and the health and safety of other people.
- Delivering positive outcomes for the Burnie community by taking a customer-centric focus in everything you do.
- Contributing to the achievement of Council's overall strategy and operating deliverables.
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork and shared values; and
- Complying with all obligations necessary including abiding by relevant laws, legislation, regulations, standards, codes and Council's policies and procedures, in particular Council's **Code of Conduct**.

## To be successful

- Tertiary qualification and a minimum 3-5 years' experience in a discipline relevant to land use and environmental and resource planning.
- Strong knowledge and experience in planning principles, practice and relevant planning legislation and statutory planning processes, together with the ability to analyse and accurately interpret complex planning related issues.
- Experience in preparing and assessing Planning Scheme Amendments and Statutory Planning applications.
- Ability to participate in public consultation and to work with community groups on land use, environmental and resource management matters.
- Demonstrated experience as a team player, supporting colleagues and sharing professional knowledge and information in a complex environment.
- Ability to work independently, coordinate projects, and apply analytical and problem-solving capabilities.
- Highly developed skills in managing time, setting priorities and planning and organising work to ensure position objectives are achieved in the most efficient manner possible with available resources within a set timeline despite conflicting pressures.

- Commitment to internal and external customers through the provision of timely, reliable and expert advice on matters within the area of responsibility.
- Ability to research and analyse planning related issues including report writing and recommendations.
- Highly effective written and verbal communication skills in negotiation, mediation and consultation.
- High level interpersonal and communication skills with the ability to liaise effectively with a broad range of people including Councillors, consultants, government agencies including Planning Tribunal and Commission staff on specialist and complex planning matters.
- Sound administrative and organisational skills, including processing administration associated with planning.
- Well-developed computer skills in the Microsoft Office suite and the ability to acquire knowledge of Council specific programs, such as record management platforms.

## Who you will work with

This role reports to **Manager Development Services**. You are expected to work closely with them, the broader Operations Directorate, and the Executive Leadership Team to assist the organisation in achieving strategic and operational objectives.

The role provides day-to-day supervision and support to Council's Planning Officer/s. You will have a close working relationship with the Manager Development Services supporting to achieve the overall Business Unit service delivery outcomes.

You are expected to work collaboratively and inclusively with all internal and external stakeholders, effectively communicate and build trust through mutual respect and accountability.

## Other important information

**Location:** City Offices, 80 Wilson Street, Burnie, 7320

**Employment type:** Full-time or as otherwise negotiated.

**Hours:** 38 hours per week

**Classification:** Grade 6

**Other employment information can be found here:** <https://www.burnie.tas.gov.au/Council/Jobs>