

Planning Officer

Land and Environmental Services

Development Services

Position Number **LES4305**

About the role

The position assists in 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 **Planning Officer** will use 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. 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 **Planning Officer** 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.
- Provide 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.
- 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 Executive 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 in a discipline relevant to land use and environmental and resource planning.
- Experience in and the ability to interpret planning legislation
- 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 to achieve outcomes within the resources and time available, coordinate projects, and apply analytical and problem-solving capabilities.
- 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.
- 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 Development Services Team, and the Executive Leadership Team to assist the organisation in achieving strategic and operational objectives.

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
Employment type:	Full Time - Part-Time
Hours:	To be negotiated
Classification:	Grade 5, Level 1 - 5

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