



Position Description

POSITION TITLE:	Principal Planning Officer
DEPARTMENT:	Planning and Community Development
REPORTS TO:	Manager Development and Regulatory Services
LOCATION:	Administration Centre
SALARY SYSTEM GRADE:	Grade 9
REMUNERATION PACKAGE:	Superannuation Access to a range of salary packaging benefits
HOURS OF WORK:	35 hours per week (9 day fortnight)

Our Mission

To meet the challenges of our unique and diverse region.

Purpose of Position

The Principal Planning Officer plays a critical role in delivering planning services to support sustainable economic growth and development in the Kyogle local government area.

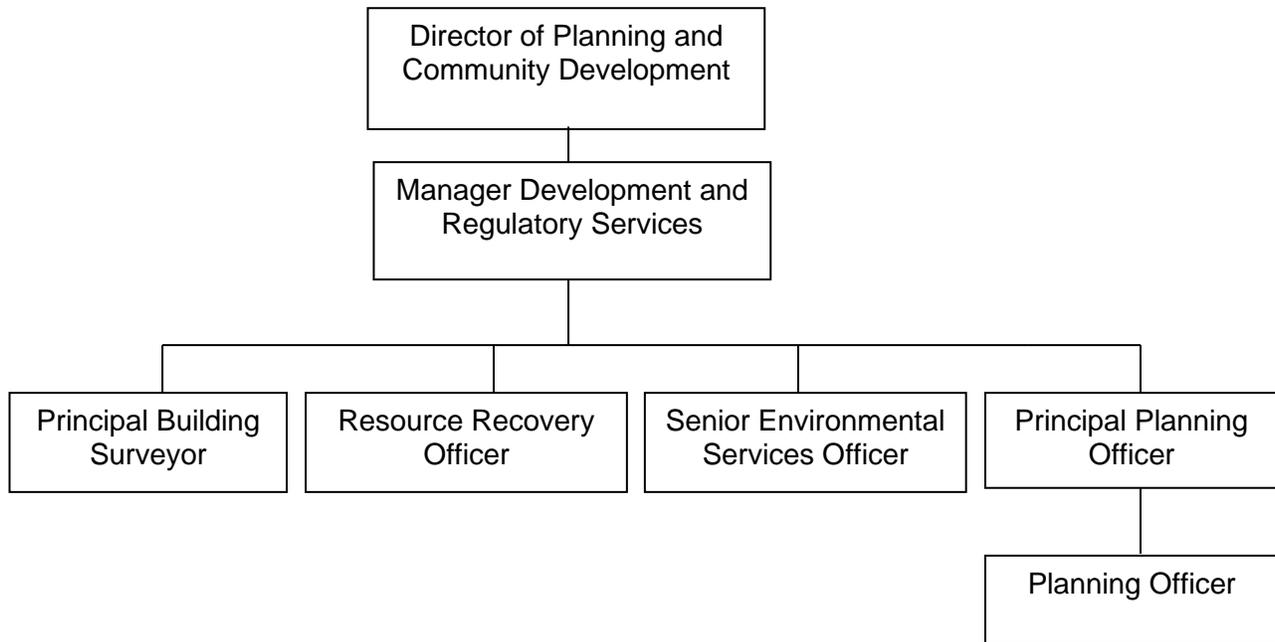
Award Provisions

Award:	Local Government (State) Award 2023
Award Grade:	Band 3 Level 3

Organisational Relationships

WITHIN DEPARTMENT:	Director Planning and Community Development Manager Development and Regulatory Services Planning Officer Technical Assistant Technical and professional staff
WITHIN COUNCIL	Operational Staff Salary staff Contractors
EXTERNAL TO COUNCIL (e.g. community, business & other government)	Government Departments Builders/Contractors Residents Consultants

Organisational Chart



Schedule of Duties

- Prepare strategic and statutory planning documents such as local strategic planning statements, local environmental plans, development control plans, planning proposals and planning studies.
- Implement planning initiatives identified in Council's strategic planning documents.
- Ensure Council's statutory planning activities including development assessment processes are delivered in accordance with legislative requirements and Ministerial Directions.
- Assess development applications in accordance with relevant legislation and planning instruments.
- Develop and implement initiatives to continuously improve development assessment processes and customer experience.
- Investigate unauthorised development, conduct legal actions/proceedings and represent Council in legal matters as required.
- Provide technical advice and prepare correspondence to internal and external stakeholders on planning, development and environmental management matters.
- Prepare reports on development, planning and other matters where required.
- Supervise and train planning services staff.
- Assist in developing and maintaining a team culture that values performance, continuous improvement and adherence to public sector values in the delivery of high quality services
- Apply the principles and practices of Equal Employment Opportunity and Work Health and Safety to the work place.
- Other relevant duties as required.

Role Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Table 1 outlines the full list of capabilities and the qualifications and experience required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Table 1: Role requirements		
Qualifications and Experience		
Bachelor Degree in Urban and Regional Planning or equivalent	Drivers Licence Class C	
Significant industry experience		
Role Capabilities		
 Personal attributes	Manage Self	Highly Advanced
	Display Resilience and Courage	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
	Manage and Develop People	Adept
 Workforce Leadership	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment. The focus capabilities for this position are outlined in Table 2.

Table 2: Focus Capabilities		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manages Self <i>Shows drive and motivation, an awareness of strengths and weaknesses and a commitment to learning.</i>	Highly Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community, make an impact and advance the organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve.
Relationships Communicate and Engage <i>Communicates clearly and respectfully, listens and encourages input from others.</i>	Advanced	<ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations
Relationships Community and Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	Advanced	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of the interests, needs and diversity in the community • Promotes a culture of quality customer service • Initiates and develops partnerships with customers and the community to define and evaluate service outcomes • Ensures that the customer is at the heart of business process design • Makes improvements to management systems, processes and practices to improve service delivery • Works towards social, environmental and economic sustainability in the community/region
Results Plan and Prioritise <i>Plan and organise work in line with organisational goals and adjusts to changing priorities</i>	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments and evaluates outcomes to inform future planning.

Table 2: Focus Capabilities

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Manage and Develop People	Adept	<ul style="list-style-type: none"> • Seeks to understand the individual strengths, weaknesses, goals and concerns of team members • Defines and communicates roles and responsibilities and sets clear performance standards and goals • Coaches team members to help improve performance and development • Regularly discusses performance with team members and provides accurate, constructive reviews • Identifies suitable learning opportunities including stretch assignments based on individual needs, interests and goals • Addresses team and individual performance issues including unsatisfactory performance in a timely and effective way.

Role Skills

To be eligible for progression through Council’s salary system, staff must demonstrate the role-based skills outlined in Table 3 below, in addition to meeting the technical requirements and demonstrating competency in the core capabilities described under the Local Government Capability Framework (see Table 1).

Table 3: Role skills

Level	Skill required
1 (Grade 9 Step 1)	<ul style="list-style-type: none"> • Thorough knowledge and understanding of planning and development related legislation • Leads preparation and implementation of amendments to strategic planning documents, including management of the statutory amendment process • Assesses complex development applications and appropriately applies development conditions as necessary • Prepares planning reports and written correspondence in response to complex planning and development scenarios • Provides accurate advice to internal and external stakeholders in response to complex planning and development matters • Effectively participates in meetings with internal and external stakeholders on a range of planning, development and environmental matters • Manages actions relating to regulating unlawful or unapproved development. • Investigates complaints in an impartial manner and takes appropriate remedial action in consultation with the Manager Development and Regulatory Services. • Prepares draft reports to Council for review by the Manager Development and Regulatory Services • Effectively participates in community consultation on planning matters. • Supervises junior planning staff to ensure effective delivery of planning services.

Table 3: Role skills

Level	Skill required
2 (Grade 9 Step 2)	<p>In addition to skills under Level 1:</p> <ul style="list-style-type: none">• Reviews development assessment practice and key operating procedures and makes recommendations for continuous improvement• Leads community consultation on planning matters• Prepares and implements project plans• Prepares procurement documentation to engage consultants and contractors where required.• Acts as a mentor, role model and sounding board for others.
3 (Grade 9 Step 3)	<p>In addition to skills under Level 2:</p> <ul style="list-style-type: none">• Reviews strategic planning policies and makes recommendations for continuous improvement• Develops Council policies and procedures in relation to planning matters• Participates in legal proceedings in line with delegated authority, Council policies and procedures.• Manages contracts to ensure timely delivery of quality outputs on behalf of Council
4 (Grade 9 Step 4)	<p>In addition to skills under Level 3:</p> <ul style="list-style-type: none">• Undertakes public education on planning and environmental matters• Participates in, and contributes to, preparation of organisational strategies and plans• Manages planning and environmental staff in the role of Acting Manager Development and Regulatory Services.

Acceptance of Position Description

I, _____, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties on

_____.

(insert date)

Signed: _____

Date: _____