

Your new role:

Meander Valley Council is recruiting for a full-time Town Planner to join our Development & Regulatory Services Team. As a versatile planner, you will have demonstrated experience in statutory planning, and an ability to work in a team to complement the skills of our existing Town Planners. The role will have a primary focus on statutory planning with the ability to participate in strategic planning projects.

This role represents an outstanding career opportunity for an ambitious planner that provides exposure to both urban and regional planning. Meander Valley Council is experiencing significant urban growth and will continue to do so into the future as land is further subdivided and developed. We will also continue to see investment in industry, agriculture and tourism which provides diversity to the role. This rewarding role is fast-paced, interesting and varied, with no two days being the same.

The position is offered on a full-time permanent basis and offers:

- Role autonomy;
- An understanding of the importance of work/life balance and offers flexible work arrangement;
- A supportive, enthusiastic and collaborative workplace; and
- Training, development and professional growth tailored to your personal career goals.

As a Town Planner, you will work closely with the town planning team to complete assessments of applications and provide responses to customer enquiries. You will seek advice and information from the broader Development & Regulatory Services team, including Council's Environmental Health Officers, and Council's Infrastructure Services team as required.

What you need to succeed:

The successful candidate is required to possess a tertiary qualification in Town Planning with demonstrated experience in statutory planning and eligibility for membership with PIA (Planning Institute of Australia).

You will have outstanding communication skills (verbal and written), which will enable you to communicate clearly with a broad range of internal and external stakeholders and audiences in a customer focused manner.

You will approach your work with a 'can-do' attitude and have an ability to solve problems in a dynamic and fast-moving environment. Your attention to detail and effective use of time management techniques will ensure that you are diligent and organised, with the ability to pivot when your priorities shift.

If you achieve your best outcomes when working in a collaborative team environment, have a positive attitude and enjoy the challenges and complexities of town planning then we would love to hear from you!

What we offer:

This position is based at Council's offices at Westbury, a short 25-minute drive from the regional city of Launceston.

The remuneration package includes the following:

- The position is offered on a permanent full time basis;
- Annual salary will be negotiated subject to applicants qualification, skills and experience, within a range of \$88,291 - \$97,545 under Council's Enterprise Agreement 2022;
- In accordance with Council's Enterprise Agreement 2022 salary increases are scheduled in July each year. An increase between 3.8% to 4% will apply in July 2024;
- Superannuation will be paid at 3.5% above the amount required by the superannuation guarantee, currently at 14.5% in accordance with Council's Enterprise Agreement 2022;
- A 19-day month, allowing for a rostered day off for full-time employees;
- Flexible work location and hours (by negotiation);
- On occasion, there may be a requirement to work outside standard office hours of 8.30am to 5.00pm, with appropriate compensation provided in line with Council's Enterprise Agreement.

Other benefits include:

- Standard annual and personal leave entitlements, with the payment of leave loading on annual leave;
- Long service leave is based on 10 years continuous service, with pro rata access available after seven years of continuous service;
- One hour per month health and wellbeing activity leave;
- Four hours per six month period volunteering activity leave;
- Paid parental leave of up to eight weeks after twelve month's service;
- Ongoing professional learning and development opportunities;
- A range of progressive Health and Wellbeing Services including onsite gymnasium, wellbeing activities & initiatives, and access to an Employee Assistance Program for staff and their immediate families;
- Genuine demonstrated commitment to flexible work arrangements;
- Reward and recognition of service milestones;
- Free on-site parking.

Selection Criteria:

In addressing the selection criteria please use relevant examples of how you believe you meet or have the potential to meet these requirements.

1. A Planning Institute of Australia (PIA) accredited tertiary qualification in town planning along with demonstrated work experience.
2. Demonstrated understanding of planning scheme's and interpretation of relevant legislation along with an understanding of the land use planning framework in Tasmania
3. The skills you employ to facilitate an improved land use planning or development outcome.
4. Sound report writing skills, including the ability to be articulate and succinct whilst providing sufficient rationale for decision making.
5. Willingness to work as part of a collaborative team, actively contributing to a healthy team culture.
6. The ability to manage and organise high volumes of work in a fast paced and dynamic regulatory environment.
7. Excellent interpersonal, communication and negotiation skills and the ability to effectively liaise with stakeholders, providing effective and efficient customer service.
8. Proficiency in Microsoft Office software and GIS, and adaptable to new software and technology.

Learn more:

If you have any questions please contact Natasha Whiteley, Team Leader Town Planning on (03) 6393 5344 or email natasha.whiteley@mvc.tas.gov.au

How to apply:

Applicants are encouraged to apply at their earliest convenience. Council will remove this advertisement if the position is filled.

To apply for the position, you will need to provide the following:

- Application form;
- Covering letter;
- Current resume;
- A copy of your relevant qualification; and
- Statement addressing the key selection criteria (maximum of two (2) pages).

Applications close **Monday 18 March 2024 at 9.00am.**

Applications should be forwarded to the attention of the Human Resources Officer, PO Box 102, Westbury, Tasmania, 7303 or recruitment@mvc.tas.gov.au.

Applicants should note that for a period of 12 months from date of publication, this selection process may be used to fill subsequent or similar full time and part time vacancies.

As part of the recruitment process, pre-employment checks will be conducted in line with requirements of the position including a functional health assessment to ensure candidates can meet the inherent physical requirements of the role.

POSITION DESCRIPTION

Town Planner

Classification Grade 7

Development & Regulatory Services Department

February 2024

POSITION CONTEXT

The Town Planner is part of the Development & Regulatory Services Department which is responsible for implementing statutory regulation for well-planned and supported communities, in particular property related statutory planning, building, plumbing permits, environmental health, 337 property certificate's, animal control, fire abatement and other hazards which arise under legislative provisions managed by Local Government. The Department also carries out specific projects for strategic land use planning and urban design. High quality customer service, both external and internal, and meeting regulated and organisational timelines is a focus. This Department has a close alignment with the Infrastructure Services Department which has responsibility for planning and delivery of built structures throughout Meander Valley i.e. roads, bridges, buildings, parks and playgrounds, for sustainable and strategic planning projects.

The primary function of the Town Planner's role is to ensure statutory town planning and regulatory requirements are met under the following legislation: the *Land Use Planning and Approvals Act 1993*, *Strata Titles Act 1998* and the *Local Government (Building and Miscellaneous Provisions) Act 1993*. The role also works with the environmental health officers and designated permit authority roles to ensure all developments comply with relevant legislation.

ORGANISATIONAL RELATIONSHIPS

Reports to the Team Leader Town Planning.

This position has no direct reports.

KEY CHALLENGES

- Maintaining a high level of attention to detail whilst working to strict timeframes.
- Maintaining current knowledge of all the facets of town planning and relevant regulatory functions.
- Dealing with aggrieved parties as they relate to planning process and non-compliance.
- Responding to questioning in public meetings with technical accuracy.

PRIMARY RESPONSIBILITIES

- Carry out assessments of planning applications within the statutory timeframes and in accordance with the requirements of the *Land Use Planning and Approvals Act 1993*.
- Liaise with relevant Council departments during the assessment of planning applications to ensure all relevant material is considered and appropriate conditions are implemented.
- Determine to approve or refuse planning applications under delegation and where applicable issue permits with appropriate conditions.
- Form part of the Development Assessment Group to consider and determine applications received.
- Make recommendations, prepare and present Planning Authority agenda items for Council consideration.
- Prepare and present Council workshop agenda items on planning matters as required.
- Contribute to the development of Council policy that relate to planning matters.
- Receive enquires from the general public relating to statutory planning matters and provide advice accordingly, in accordance with Council's Customer Service Charter and Standards.
- Investigate and respond to breaches of the planning scheme and planning permit conditions.
- Provide advice to the Team Leader Town Planning and/or Director Development & Regulatory Services on planning matters and planning compliance matters.
- Represent Council on planning matters at the Tasmanian Civil and Administrative Tribunal (TASCAT) and Tasmanian Planning Commission as required.
- Represent Council on various working groups and committees related to statutory planning in the state.
- Represent Council in State processes involving legislative review, State Planning Policies and the implementation and ongoing review of the Tasmanian Planning Scheme as opportunities arise.
- Assist in preparation and processing of planning scheme amendments on behalf of Council and also in the assessment of applications for an amendment.

ALL STAFF RESPONSIBILITIES

- Compliance with all Council policies and procedures that may be varied from time to time.
- Ensure that all work is undertaken in accordance with Council's Safety Systems and relevant legislation.
- Use of Council's Records Management System in accordance with policy and procedures.
- Carry out all responsibilities in accordance with Council's values.
- Adhere at all times to the *Tasmanian Local Government Act 1993*, the current Workplace Agreement and any other specific legislation or professional standard that relates to the role.

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITY

Essential Skills, Knowledge and Experience:

1. A Planning Institute of Australia (PIA) accredited tertiary qualification in town planning along with demonstrated work experience.
2. Demonstrated understanding of planning scheme's and interpretation of relevant legislation.
3. Sound report writing skills, including the ability to be articulate and succinct whilst providing sufficient rationale for decision making.
4. Evidence of researching and analytical skills for determining planning permit applications and providing advice on planning matters.
5. Excellent communication, presentation and interpersonal skills including conflict resolution and negotiation skills.
6. Proficiency in the use of Microsoft Office, GIS and other relevant software packages.
7. Sound time management, planning and administrative skills.
8. Demonstrated ability to work effectively in a team and independently as well as to contribute in the development of a positive, productive and healthy team culture.
9. Demonstrated ability to deliver quality customer service, contribute to service improvements and adapt to change.
10. Current vehicle driver's licence and commitment to maintaining this.

Desirable:

1. Relevant work experience in local government.
2. Knowledge and understanding of the *Land Use Planning and Approvals Act 1993* and the Tasmanian Planning Scheme.
3. Registered Planner membership or a member of Planning Institute of Australia (PIA) and evidence of continued professional development in planning.

ATTACHMENTS

- Organisational Structure
- Council's Values and Behaviours

Our seven values help guide our decisions and underpin all we do.

Respect, listen and care for
one another

Be trustworthy, honest
and tolerant

Be positive and receptive
to new ideas

Be innovative, creative
and learn

Take a fair, balanced and
long term approach

Use sound
business practices

Work together

Organisational Structure

