

POSITION DESCRIPTION

Position Title:	Planning Officer
Position Number/s:	CCB-142
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 4
Directorate:	Corporate and Community Building

POSITION OBJECTIVE

The role of Planning Officer will play a key function in driving the success and achievement of Council by providing high quality customer service and planning and development advice for matters relating to development assessment, strategic planning and compliance.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Planning and Development
Directly supervises:	Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Assist with the assessment of development applications from pre-lodgement through to operation and compliance with all State legislative frameworks, State planning instruments and Local planning instruments.
2. Support the Manager with planning and development compliance matters to ensure compliance is achieved with Council's Local Laws, State planning instruments and Local planning instruments.
3. Assist with and conduct meetings and prepare advice on planning and development matters to members of the public, Council staff including elected members, State agencies and the greater development industry.
4. Undertake site inspections across the Charters Towers Local Government Area to ensure that a complete and contextual understanding of planning and development matters is achieved.
5. Undertake research, analysis and formulate recommendations for land use, development and strategic planning problems as raised across the Charters Towers Local Government Area.
6. Assist in the continual review and improvement of Council's planning documents to ensure their relevance and compliance with State legislative frameworks as required.
7. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.

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8. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Ability to interpret, implement and enforce Federal and State legislative frameworks, policies and standards in relation to planning matters including but not limited to the following (as amended) being the;
 - *Planning Act 2016 and Planning Regulation 2017*
 - State Planning Policy
 - Development Assessment Rules and the Ministers Guidelines and Rules
 - Queensland Development Code, and
 - Charters Towers Regional Council Local Laws and Policies.
- Demonstrated experience supporting planning assessment processes in a local government or similar environment.
- Ability to assist in preparing reports, correspondence, and basic advice on planning and development matters.
- Ability to deal with customers and community representatives (Councillors) in a courteous and professional manner.
- Developed and demonstrated range of interpersonal and communication skills, together with demonstrated presentation and negotiation skills.
- Analytical, research and investigative skills.
- Well-developed time management skills, with the ability to prioritise tasks and meet deadlines.
- Sound computer skills/literacy with a working knowledge of a wide range of applications (i.e. Word, Outlook, Excel, Project, PowerPoint and other related programs).
- Ability to work both independently and as part of a team
- Demonstrated commitment to safe working practices, with the ability to identify, resolve and report workplace health and safety issues appropriately.

Desirable:

- Knowledge of planning and heritage processes within a local government environment
- Knowledge of Local Government operations, functions and procedures in relation to development approvals.

| Education/Qualifications |

Essential:

- Tertiary qualifications in Urban and Regional Planning, Environmental Planning, Law or related field, or about to graduate

Desirable:

- Postgraduate qualifications in a related discipline.
- Planning Institute Australia membership

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence

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PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

This position is primarily an indoor role and requires sufficient physical ability to work in an office setting, which involves prolonged periods of sitting at a desk and operating a computer and telephone. May be required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Director: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____