



POSITION DESCRIPTION

SENIOR ENVIRONMENTAL PLANNER

POSITION DETAILS

Position No.	000786	Department	Development Services
Employment Status	Full Time	Location	Civic Centre
Unit	Statutory Planning	Classification	Professional Officer, Level 3

POSITION OBJECTIVE

To provide specialist environmental planning advice and support for the Councils Statutory Planning Unit and Development Compliance Unit.

KEY FUNCTIONS AND RESPONSIBILITIES

The key functions and responsibilities of this position are as follows:

- Provide environmental planning advice to the Statutory Planning Unit and the Development Compliance Unit with regard to:
 - the assessment of development applications,
 - the assessment of post development approval compliance matters; and
 - planning compliance matters involving environmental impacts.
- Demonstrate a customer assist approach towards the assessment of development applications.
- Provide environmental planning advice to the Statutory Planning Unit to assist with progressing legacy development applications and planning permit post approval applications.
- Provide customer focussed advice and assistance to developers, designers, and members of the public regarding environmental planning requirements.
- When required, undertake site inspections related to the assessment of development applications and post planning permit approval applications.
- Work collaboratively and cooperatively with other staff members within the Development Services Department, seeking assistance as appropriate.
- Assist duty planning staff with responses to customer service enquiries relating to environmental planning related matters.

- Promote helpful, constructive and co-operative attitudes when dealing with the community, Councillors and other staff.
- Appear as expert witness on behalf of Council for environmental planning matters in the Tribunal and Court.
- Assist with on-the-job training of Statutory Planning Officers in environmental planning principles to raise Statutory Planner understanding of matters to be taken into consideration in the environmental assessment of development applications.
- When required, appear as an expert witness on behalf of Council for environmental planning matters relating to development applications, planning permits or planning compliance matters, in the Tasmanian Civil and Administrative Tribunal or a tribunal of equivalent jurisdiction, and relevant courts.
- Take part in regular team meetings on environmental planning and statutory planning to establish and maintain consistency of approach for decision making relating to environmental planning;
- Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are working at an experienced level and are responsible for undertaking their own work without direct supervision, although regular reports to senior members of the Statutory Planning Unit may be necessary. They may also provide guidance to other less experienced Planning Officers on basic environmental planning assessments.

Judgment and problem solving: Employees at this level operate at an experienced level in delivering specialist and complex work which requires a high level of skill and knowledge. The position requires the capacity to work independently and without direct supervision, although advice and support is available from Senior Statutory Planning staff as required.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** - Councillors, Management Team and all staff.
2. **External** – Community, customers, contractors, consultants, local government professionals, Government agencies.

3. **Direct Reports** - This role reports directly to a Statutory Planning Unit Team Leader and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- A tertiary qualification in environmental planning, natural resource management or another relevant qualification;
- Demonstrated experience in environmental planning for statutory planning assessments;
- Demonstrated ability to accept, support and professionally implement management decisions, maintaining a constructive and collaborative approach while contributing positively to organisational objectives and change initiatives.
- Well-developed analytical, interpretative and problem-solving skills and demonstrated ability to analyse statutory planning issues with professional support;
- The capacity to interpret and apply the requirements of a planning scheme, legislation, by-laws and relevant planning policy frameworks associated with the statutory planning process.
- Sound knowledge of Tasmanian native vegetation communities, plant species and key habitats for threatened and iconic fauna species.
- Competent negotiation and interpersonal skills and the ability to liaise and negotiate with Council clients and applicants.
- Competent computer skills using MS Office software including Geographic Information Systems relevant to the role.
- Demonstrated ability to prepare clear and concise reports and correspondence on all matters relevant to the position.
- Ability to effectively plan, organise and manage own time to achieve targets within set timeframes.
- Demonstrated ability to work cooperatively in a team environment.

Desirable

- Demonstrated technical skills in environmental planning and natural resource management

Licences

- Current unrestricted motor vehicle driver's licence.
- White Card - Working Safely in/ the Construction Industry, or the ability to obtain this qualification.