



Mansfield Shire

# Position Description

Statutory Planner

High Country, Lakes and Rivers



# Statutory Planner

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

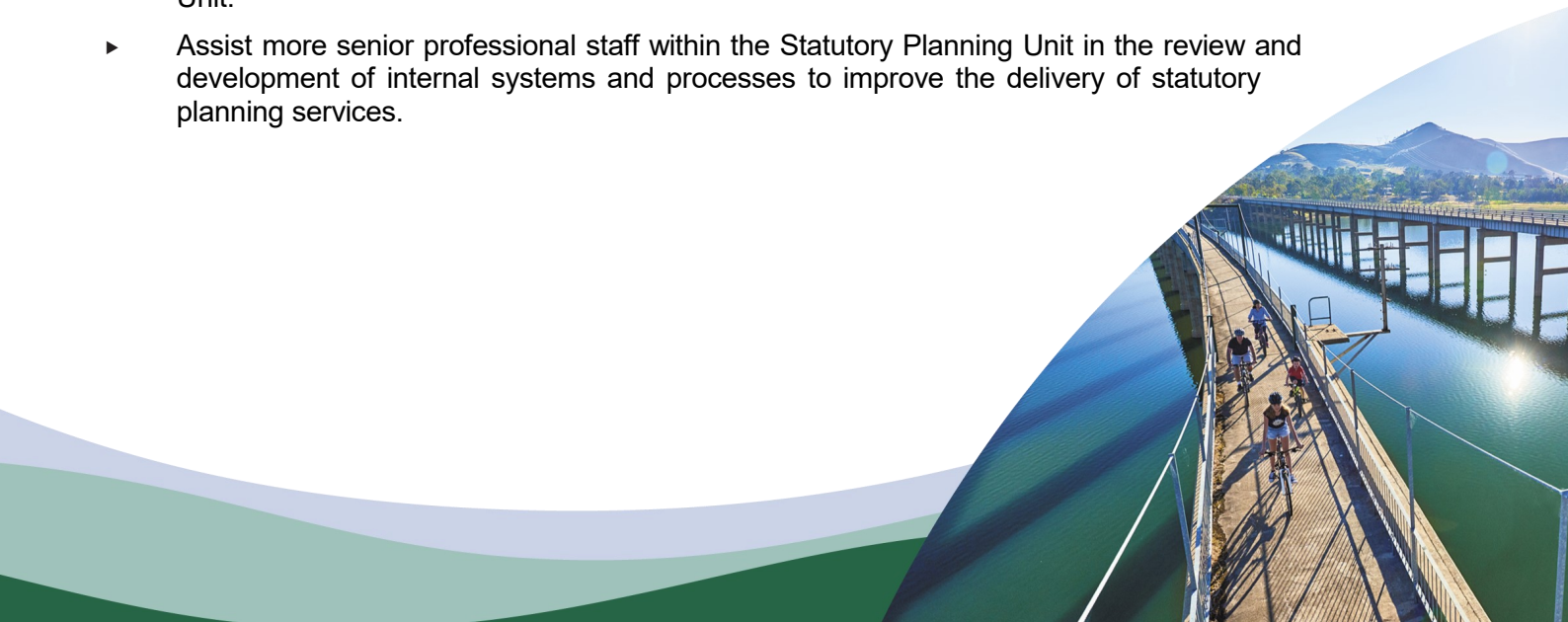
<b>Position Number</b>	<b>Classification</b>	<b>Date</b>
9.07	Band 5	May 2023
<b>Unit</b>	<b>Enquiries</b>	<b>Status (FTE)</b>
Planning and Environment	Coordinator Statutory Planning	1.0

## Position Objectives

The key role of the Statutory Planner is the assessment of planning and subdivision applications and providing professional planning advice to applicants, the community and Council. The position also has a role in ensuring compliance with the Mansfield Planning Scheme and *Planning and Environment Act 1987*.

## Technical Accountabilities

- ▶ Assess and determine planning applications within prescribed timeframes, focussing on sustainable outcomes that implement Council’s planning scheme and policy framework.
- ▶ Assess and determine subdivision applications, including those lodged through SPEAR.
- ▶ Provide high quality planning advice in a responsive, consistent, accurate and professional manner.
- ▶ Prepare and present planning reports, studies and other matters to Council and public meetings.
- ▶ Investigate possible breaches of the Mansfield Planning Scheme, collate evidence and undertake any necessary action under the guidance of more senior professional staff within the Statutory Planning Unit.
- ▶ Assist more senior professional staff within the Statutory Planning Unit in the review and development of internal systems and processes to improve the delivery of statutory planning services.



## Organisational Relationship

### Reports to

Coordinator Statutory Planning

### Supervises / Manages

Nil

### Internal Liaisons

All other staff

### External Liaisons

- ▶ General public, residents and ratepayers
- ▶ State Government Departments and Agencies
- ▶ Developers and consultants

## Specialist Knowledge and Skills

### Knowledge of:

- ▶ The *Planning and Environment Act 1987*, Victoria Planning Provisions and other related legislation.
- ▶ The Mansfield Planning Scheme and associated local planning policy framework
- ▶ Current trends and issues facing government planning, and the broader planning profession
- ▶ Council Plan

### Skills and Competencies

- ▶ Ability to accurately interpret planning and related legislation, policy and guidelines
- ▶ Understanding of statutory planning and subdivision processes
- ▶ Excellent front-line customer service/customer relations delivery
- ▶ Skill and proficiently in Microsoft Office, GIS and record management systems

## Our Values

Communication

Co-operation

Trust and  
Honesty

Respect

## Qualifications and Experience

### Experience

- ▶ The skills and knowledge needed are beyond those normally acquired through Secondary education alone. They would be gained through completion of a post trade certificate or other post secondary qualification or knowledge and skills gained through on-job training.
- ▶ Previous experience in a local government environment is beneficial, but not essential

### Qualifications

- ▶ Degree in Urban and Regional Planning or similar discipline.
- ▶ Current Victorian drivers licence

## Key Selection Criteria

- ▶ Demonstrated understanding of the Victorian statutory planning process.
- ▶ Co-operative attitude that enhances the ability to handle customer enquiries in a courteous manner whilst resolving issues.
- ▶ Well developed written communication skills
- ▶ Highly developed analytical, investigative, interpretative and problem solving skills.
- ▶ Commitment to service and process improvements to maximise the efficiency of processing applications to meet statutory timeframes.
- ▶ Ability to plan and prioritise tasks within set timeframes.
- ▶ Ability to work effectively in a team environment.
- ▶ Computing skills in Microsoft suite of applications, GIS and record management systems.
- ▶ Evidence of appropriate qualifications for the position
- ▶ Understanding of probity and high ethical standards

## Position Descriptors – Band 5

### Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service and accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Support principles in place to make informed decisions in relation to services and assets considering built, social, economic and natural impacts of service delivery, asset provisions and asset maintenance.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Be committed to and implementation of the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all departments.
- ▶ Understand the Best Value principles and practices relevant to the Department.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings..
- ▶ A commitment to the principles that support the safety and wellbeing of all children

### Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community and Corporate Services Directorate
- ▶ Infrastructure and Planning Directorate
- ▶ People and Culture Department
- ▶ Communications

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

### Extent of Authority

- ▶ Freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with more senior employees and a regular reporting mechanism to the department manager.
- ▶ Accountable for the quality, effectiveness, cost and timeliness of programs, projects or workplans

### Judgement and Decision Making

- ▶ Work generally falls within specific guidelines, but with the scope to exercise discretion in the application of established standards and procedures.
- ▶ Problems are occasionally of a complex or technical nature with solutions not always related to previous situations and some creativity and originality is required.
- ▶ The effect of decisions or actions is usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes.
- ▶ Objectives of the work are usually well defined, but incumbent must be capable of selecting from the methods, processes or equipment available.
- ▶ Must be able to quantify the resources required and guidance and advice is usually available within the time available to make a choice.

### Management Skills

- ▶ Skills in managing time, setting priorities, planning and organising one's own work.
- ▶ Supervision skills to establish and maintain productive relationships with staff, community internal and external stakeholders.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety, training and development.
- ▶ Apply initiative and innovative thinking to organisational problems.
- ▶ Achieve annual strategic performance objectives set for the position.

### Interpersonal Skills

- ▶ Well-developed oral and written communication skills.
- ▶ Sound report writing skills.
- ▶ Ability to work independently.
- ▶ Ability to discuss and resolve problems.

### Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organization promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.



# How to apply

- 1 Cover letter**

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at [mshire.co/applicant-information](http://mshire.co/applicant-information), for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Nicole Embling, Coordinator Statutory Planning (03) 5775 8524

More detailed information on how to apply is available at

[mshire.co/applicant-information](http://mshire.co/applicant-information)

*including tips for addressing key selection criteria, writing a cover letter and resumé.*

## OFFICE USE ONLY

Authorised by CEO:



Employee's  
Signature

Date:

31/07/2023

Employee's  
Name

Date: / /



Mansfield Shire