



Mansfield Shire

Position Description

Planning Officer

High Country, Lakes and Rivers



Planning Officer

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.

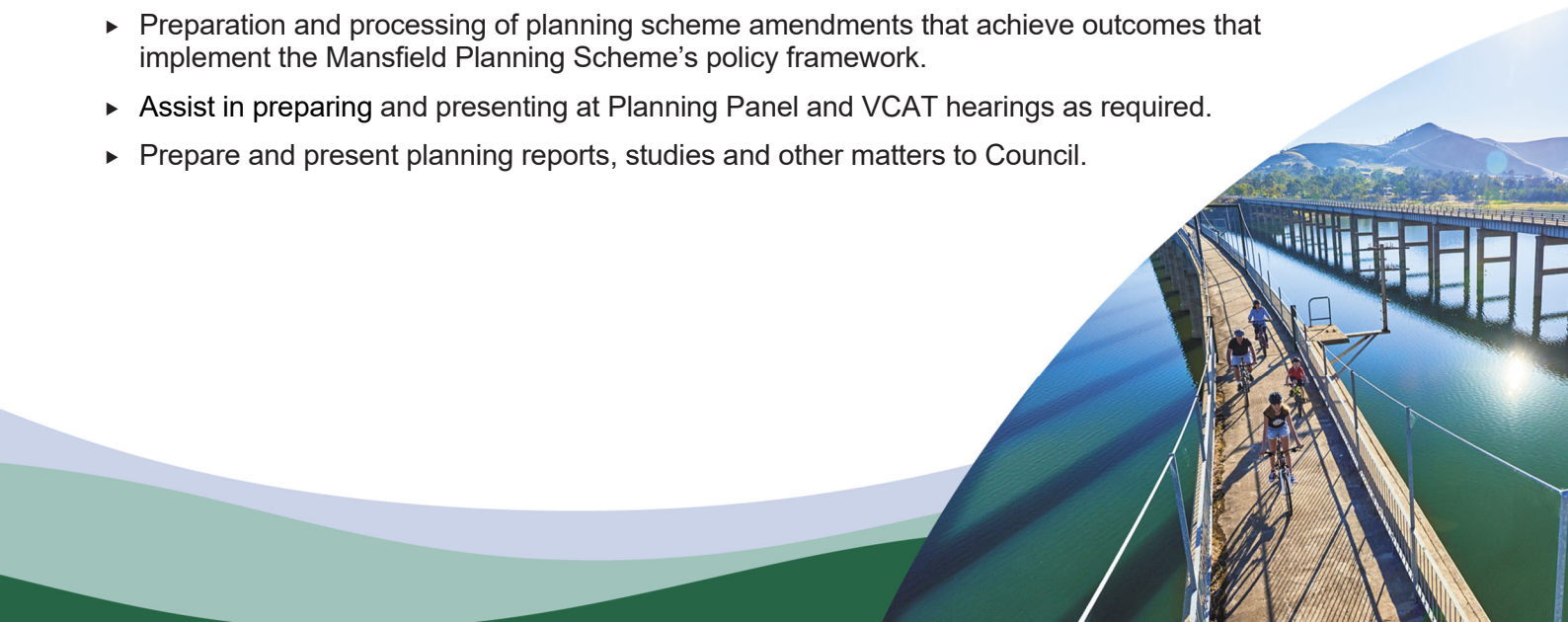
Position Number	Classification	Date
	Band 5	April 2025
Unit	Enquiries	Status (FTE)
Planning & Investment	Senior Coordinator Planning	1.0

Position Overview

The Planning Officer is responsible for the delivery of statutory and strategic planning, policy development, the assessment of planning and subdivision applications and providing professional planning advice to applicants, the community and Council. The key focus of the role is to ensure that Mansfield Shire Council has the right strategic plans and policies in place and suitable development is supported to effectively guide future investment and growth in a way that preserves the rural character of the Shire. The position also has a role in ensuring compliance with the Mansfield Planning Scheme and *Planning & Environment Act 1987*.

Key Accountabilities

- ▶ Assess and determine planning and subdivision applications within prescribed timeframes, focussing on sustainable outcomes that implement Council’s planning scheme and policy framework.
- ▶ Provide high quality planning advice in a responsive, consistent, accurate and professional manner.
- ▶ Support in developing and implementing of strategic planning policy, associated studies and reports.
- ▶ Responsibility to prepare, undertake and implement reviews of the Mansfield Planning Scheme through Planning Scheme Amendments.
- ▶ Preparation and processing of planning scheme amendments that achieve outcomes that implement the Mansfield Planning Scheme’s policy framework.
- ▶ Assist in preparing and presenting at Planning Panel and VCAT hearings as required.
- ▶ Prepare and present planning reports, studies and other matters to Council.



Organisational Relationship

Reports to

Senior Coordinator Planning

Supervises / Manages

Nil

Internal Liaisons

All other staff

External Liaisons

- ▶ General public, residents and ratepayers
- ▶ State Government Departments and Agencies
- ▶ Relevant Community Groups and organisations
- ▶ Contractors, Consultants and Developers

Specialist Knowledge and Skills

Knowledge of:

- ▶ *Planning & Environment Act 1987, Subdivision Act 1988* and other related legislation.
- ▶ Mansfield Planning Scheme.
- ▶ Mansfield Shire Council, Council Plan.
- ▶ Local relevant Strategic Plans and Strategies.
- ▶ Current trends and issues facing local government planning, and the broader planning profession.
- ▶ Process of planning scheme amendments.
- ▶ Process of planning permit and subdivision applications.

Our Values

Communication

Co-operation

Trust and
Honesty

Respect

Skills and Competencies

- ▶ Planning experience, particularly in a rural context.
- ▶ Ability to develop creative solutions to complex planning problems.
- ▶ Ability to draft and accurately interpret planning and related legislation, policy and guidelines.
- ▶ Experience in the preparation and processing of planning scheme amendments.
- ▶ Ability in strategic and statutory planning processes, including research skills.
- ▶ Records management skills.
- ▶ Excellent front-line customer service/customer relations delivery.

Qualifications and Experience

Experience

- ▶ Relevant experience in a similar position, with a combination of both strategic and statutory planning experience.
- ▶ Experience in undertaking and managing multi-disciplinary planning projects from inception to implementation, including managing and developing strong relationship with a wide range of stakeholders.
- ▶ Experience in report writing, analysis and the capacity to present and explain planning policy and concepts to a diverse range of stakeholders.
- ▶ Previous experience in a local government environment is beneficial, but not essential.

Qualifications

- ▶ Tertiary qualifications in a Planning related discipline
- ▶ Current Victorian drivers licence.

Key Selection Criteria

- ▶ Demonstrated understanding the Victorian planning processes, including an understanding of the requirements of the *Planning & Environment Act 1987*.
- ▶ Cooperative attitude that enhances the ability to handle customer enquiries in a courteous manner whilst resolving issues.
- ▶ Demonstrated ability to solve complex, and sometimes competing, planning issues.
- ▶ Highly developed oral and written presentation skills.
- ▶ Demonstrated understanding of trends and issues affecting local government.
- ▶ Ability to plan and prioritise tasks within set timeframes.
- ▶ Ability to work effectively in a team environment.
- ▶ Demonstrated ability to complete the technical accountabilities.
- ▶ Evidence of appropriate qualifications for the position.

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

Interpersonal Skills

- ▶ Well-developed oral and written communication skills.
- ▶ Ability to discuss and resolve problems.

Organisational Context

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

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Capital Works & Operations
- ▶ Investment & Planning Services.
- ▶ Business & Finance

- ▶ This structure has been designed to ensure a dear 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.

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.

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 organisation 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, 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, Senior Coordinator Planning on (03) 5775 8524

More detailed information on how to apply is available at
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:

10/04/2025

Employee's
Name

Date: / /



Mansfield Shire