

POSITION DESCRIPTION

Position Title	Manager Statutory Planning
Directorate	Planning and Development
Award/Agreement	Level 11, Full-time
Classification of Position	Town of Claremont Enterprise Agreement 2017 (and any subsequent Agreement)
Directly reports to	Director Planning and Development
Positions under Direct Supervision	Coordinator Statutory Planning, Senior Planner, Planning Officer, Heritage Officer, Planning Administration Officers and Consultant Planners (as required).

ORGANISATIONAL CONTEXT OF POSITION

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 9600 people and is located in the picturesque western suburbs of Perth, Western Australia.

The Town has five key goals: Liveability, Prosperity, People, Environment and Governance & Leadership.

ORGANISATIONAL MISSION

We exist to deliver quality services for Claremont today and to build the foundation for the future.

ORGANISATIONAL VISION

Claremont will develop as a harmonious cosmopolitan Town, creating opportunities for community wellbeing and business prosperity: while respecting and celebrating the past.

ORGANISATIONAL VALUES

Respect. We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.

Integrity. We are open, accountable and honest.

Quality Communication. We demonstrate our respect for our community and each other through timely, accurate and understandable communication.

Customer Service. Every contact with a customer is important and an opportunity to demonstrate our commitment.

Excellence. Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

- To effectively manage the Planning and Heritage Business Units, ensuring the Town's statutory obligations are met in a professional, efficient and customer focussed manner, with a strong emphasis on delivering innovation and best practice outcomes.
- To undertake operational planning tasks and manage the staff and functions of the Planning business unit.
- To provide professional advice and expertise to customers of the Town in relation to planning and development matters.
- Oversee to determination of all Development Applications and Subdivision Applications, and any other Planning and Heritage related Applications (within limits of Council Delegation).

Objective 1: Management

- Review Planning, and Heritage processes and procedures and implement changes to improve the effectiveness and efficiency of the Business Units.
- Implement effective strategic planning and oversee projects for the achievement of the highest possible levels of planning and development for the longer term benefit of the community.
- Manage the timely assessment and processing of Development Applications, and operational matters ensuring they are compliant with Council's Town Planning Scheme, Policies and Local Laws, Residential Design Codes, and any other relevant legislation.
- Develop and review work procedures for all aspects associated with the operations of the Business Unit.
- Assist in the preparation the Planning and Heritage budgets, and monitor expenditure and income within budget.
- Report as required to the Director Planning and Development on workload, effectiveness and staff matters.
- Provide regular, consistent communication to and from team members, to support a productive and effective team.
- Provide direction and achievable goal setting to team members, while setting a good example through consistently demonstrating the Town's Values.
- Provide technical advice and professional support to officers and others as required to resolve complex issues.
- Prepare and present on the quarterly achievements of the Statutory Planning Business Unit.
- Undertake the day-to-day staff management of the business unit including performance management as required.

Objective 2: Development Applications

- As required assess and report on Development Applications for compliance with Council's Town Planning Scheme, Policies and Local Laws, the Residential Design Codes, and any other relevant legislation in a timely manner.
- High quality and accurate presentation of advice, instruction/guidance and research findings, both verbally and written, via all standard forms of business communication (including email, memo, letters, reports; policies; procedures), and the development and delivery of visual presentations.
- Manage the Development Control Unit (DCU) to ensure it provides quality, appropriate and timely advice on Development Applications and operational matters.
- Exercise a high degree of judgement, initiative and confidentiality when assessing applications and investigating planning matters within clearly established procedures and guidelines.
- Responsibly exercise Delegated Authority in assessing applications in accordance with Council's Policies and Guidelines, under the guidance of the Director Planning and Development.
- Resolve disputes on planning matters within specified Guidelines and Policies.
Provide sound reports with recommendations to the Ordinary Council Meeting, under the supervision of the Director Planning and Development.

Objective 3: Compliance

- Manage and report on planning and heritage related compliance requirements and activities associated with Development Applications and other planning matters.
- Prepare, investigate, attend and report on State Administrative Tribunal review responses.
- Advise ratepayers of town planning scheme and statutory controls to ensure the orderly planning of the municipality.

Objective 4: Planning Services

- Undertake Planning Policy and Local Law formulation and review as directed or required by the Director Planning and Development.
- Ensure that planning interests are appropriately reflected in the Community Plan.
- Assist the Director Planning and Development with implementation of Planning Projects.
- Assist the Director Planning and Development and Coordinator Strategic urban Planning with the review and development of Local Planning Framework documents including the Local Planning Strategy and Local Planning Scheme Review.
- Review and make recommendations to the Director Planning and Development on new legislative proposals and requirements relating to Planning.

Objective 5: Building Services

- Liaise with the Building Surveyor to ensure that all Building Applications comply with Planning requirements in accordance with statutory Building and Planning requirements.

Objective 6: Customer Service

- Provide a high level of customer service quality with the aim of achieving customer satisfaction with planning processes and responsiveness.
- Attend telephone and counter enquiries pertaining to planning matters.
- Provide technical advice and information on planning issues to members of the organisation, the community, and government departments.
- Contribute to the maintenance of planning records, files and information systems.

Objective 7: Leadership (for Managers/Senior Officers)

- Be an active, positive and contributing member of the Town's Management/ Coordinators Group.
- Provide leadership and nurture the continual development of positions under your direct supervision.
- Provide direction and achievable goal setting to team members, while setting a good example through consistently demonstrating the organisation's Values
- Prepare high quality quarterly reports and present at quarterly reporting meetings.
- Manage the Performance Assessment Cycle for positions under your direct supervision including annual review of position descriptions.
- Keep informed of current trends and initiatives and ensure involvement in continuing professional development.
- Provide positive representation of the Town at all times.
- Provide regular, consistent communication to and from team members, to support a productive and effective team.
- Provide technical advice and professional support to officers and others as required to resolve complex issues.

Objective 8: Occupational Health and Safety (For Managers/Senior Officers)

- Raising OSH awareness throughout business units.
- Facilitation of continual improvement and cultural beliefs around safety.
- Actively promote OSH and disseminate OSH information.
- Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards.
- Provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- Effectively communicate with regard to the OSH management system.
- Apply OSH and relevant legislation.
- Implement components of OSH management systems.
- Implement hazard identification, risk assessment and control.
- Implement incident investigation, reporting and record keeping.

Objective 9: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate ongoing commitment to the Town's Customer Experience Charter.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.

Objective 10: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks by reviewing processes using the Town's process improvement software.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA**Essential**

- A Bachelor's Degree in Town Planning or equivalent and demonstrated sound experience in a senior planning position.
- Highly developed and demonstrated experience in processing complex planning and applications and other planning and building related matters including written communication skills such as report writing and complex correspondence.
- Developed and demonstrated ability to deliver strategic vision and outcomes in accordance with the Council and Executive Management.
- Highly developed customer service techniques, time management, and organisational skills.
- Effective people management skills and ability to work within a team environment.

Desirable

- Corporate membership of a relevant recognised professional institute.
- Demonstrated commitment to continuing professional development.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

SIGNATURES

Approved	CEO			Date:	
Employee Name:		Signature:		Date:	