POSITION DESCRIPTION

1. POSITION DETAILS

Position:	Planning Assistant/Officer
Directorate:	Development and Regulatory Services
Department:	Planning Services
Position classification:	5/6
Salary Range	$50,000 - $60,000
Employment type:	Contract Two years with option of one year extension
Location:	Shire of Narrogin District

2. ORGANISATIONAL RELATIONSHIPS

Responsible to:	Executive Manager Development and Regulatory Services
Supervision of:	Nil
Internal and External Liaison:	
Internal	Departmental and Interdepartmental staff
External	Ratepayers
	General Community
	State Government Authorities

3. POSITION OBJECTIVES

- To contribute to the co-ordination of functions, processes and responsibilities related to Statutory Planning, to ensure the delivery of an integrated and customer focused service.
- To provide appropriate and substantiated advice and recommendations on statutory planning issues to a wide range of customers including Council, staff, community members and the development industry.
- To assist in the implementation of process improvement, provide technical guidance and liaise effectively with divisional staff to ensure appropriate long-term objectives of the organisation can be achieved.

4. KEY DUTIES / RESPONSIBILITIES

- Work effectively as a team member.
- Provide professional and technical advice to the Executive Manager Development and Regulatory Services, Council, staff the community and industry on routine Planning matters.
- Process statutory planning applications within the Shire in accordance with the provisions of the Local Planning Scheme and Planning Policies.
- Ensure appropriate referrals of statutory planning matters and ensure a comprehensive analysis is undertaken in determining planning decisions.
- Attend relevant public and agency meetings as required.
- Ensure that the statutory duties prescribed in the Local Government Act and delegated to staff are fulfilled.
- Interpret technical data, acts and information and prepare reports and correspondence for area of responsibility.
- Ensure the implementation of the Shire human resource policies, systems and programs, including equal opportunity practices and occupational safety and health.
- Deal directly and promptly with internal and external customers.
- Assist in the continuous improvement of work procedures and practises.
- Apply quality management principles.
- Produce responses to the Western Australian Planning Commission.
- Implementation and maintenance of rural and urban street numbering.
- Other duties as directed by the Executive Manager Development and Regulatory Services.

5. SELECTION CRITERIA

Qualifications:

- Graduates or studying towards a Bachelor of Arts (Urban & Regional Planning)
- Current ‘C’ Class Drivers’ Licence.

Experience:

- Demonstrated experienced in a town planning or related areas, especially in local government will be highly regarded.
- Experience working in a team environment.
- Sound customer service experience.
- Some experience with basic record keeping.
- Experience in the operation of personal computers and the Microsoft suite of programs.

Skills:

- Ability to communicate effectively both orally and written.
- Ability to work together closely with other team member.
- Demonstrated well developed problem-solving, communication, interpersonal and public relations skills, both verbal and written, including the ability to resolve conflict in difficult situations.
- Excellent ability to communicate with the general public.
- Excellent time management skills.
- Well Developed report writing skills.
- Demonstrated ability to provide prompt, efficient and empathetic customer service standards at all times.
- Sound administrative skills and knowledge of Microsoft Office applications.

Knowledge:

- An awareness and interest in town planning, environment, local government, heritage and other relevant state government legislation.
- Interpret and apply Statutory Planning principles, Town Planning Schemes, Planning Statutes in a diverse community preferably at a local government level.
- An understanding of development related building, environmental health and engineering issues.
- An understanding of the Residential Design Codes of WA, subdivision and development approval process and planning appeal process.
- An awareness of rural planning and environmental principles.
- An understanding of geographical information systems.

6. EXTENT OF AUTHORITY

- Operates under general direction of the Executive Manager Development and Regulatory Services.

7. OHS REQUIREMENTS

- Follow all Occupational Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation.