

Position Description

Position Title:	Subdivisions Officer
Business Unit:	Statutory Planning (2602)
Department:	Planning and Design
Directorate:	Planning, Design and Amenity
Classification:	Band 5
Date:	July 2021
Reports to:	Team Leader – Statutory Planning
Supervises:	Nil
Internal Liaison:	<ul style="list-style-type: none"> • Strategic, Design and Sustainability Planning Coordinator • Statutory Planning Coordinator • Planning and Design Team Leaders and staff • Director City Planning, Design and Amenity • Manager Planning and Design • Other City Planning, Design and Amenity staff / Council Departments
External Liaison:	<ul style="list-style-type: none"> • Planning and Design customers and the public • Government departments and agencies • Referral Authorities • Planning consultants • External service providers

1. Position Objectives

The primary objectives of the position are to:

- To be a respectful, engaged, accountable, creative, and honest member of the Planning & Design Department, providing superior customer service in response to customer requests related to all Statutory Planning matters, to deliver the outcomes of the Statutory Planning Unit's Business Plan and to meet identified Team Targets.
- To make decisions in a timely manner, in line with statutory or internal time requirements to deliver sound Subdivision and related Town Planning outcomes through the provision of professional, well considered and consistent Subdivision and related Town Planning advice on all Subdivision matters including general enquiries, Pre-Application matters, Subdivision and related Planning Applications and to external and internal stakeholders in line with the Council Plan and other stated City objectives.

The secondary objectives of the position are to:

- To develop and maintain Planning information systems and databases.
- To maximise investment into the City by Developers / Landowners, State and Federal Government bodies through timely and well considered Statutory planning advice and decisions.

2. Key Responsibility Areas / Position Specific Responsibilities **Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

Main areas of responsibilities will include but is not limited to:

Subdivision Technical Matters

- Provide sound technical Subdivision and related Statutory Planning advice that meets the needs of the community, developers, landowners and the City at all times, administering and applying the relevant provisions of the Planning & Environment Act 1987, Subdivision Act 1988, Greater Dandenong Planning Scheme and other relevant Acts, Regulations including VicSmart, Codes of Practice, Policies and Practices including Priority Paid and the like.
- All Subdivision permits, Certifications and Statements of Compliance and the like issued to comply with legislative and internal policies, procedures, timescales and requirements regarding quality and consistency of reporting and decision making, permits issued with correct details, description/pre-amble, correct permit condition and notes and the like.

- General Advice and Pre-Application Advice Service all provided and conducted in accordance with internal processes and procedures, and legal representatives and external planning and/or other consultants well briefed and managed as required.
- Liaise with DTLPI, VicRoads, Melbourne Water, adjoining Councils, service authorities and other relevant organisations where required on all Subdivision matters.

Planning Strategy Implementation

- Implementation of relevant Subdivisional requirements and strategies including Development Contributions Plans (DCPs) and Open Space contributions, including advising surveyors and developers on all Open Space contributions and DCP matters, providing information and DCP advice to developers and the community.

Customer Service

- Coordinate Subdivision and related planning customer requests as allocated by Team Leader Statutory Planning or Coordinator – Statutory Planning and provide timely responses to the resolution of day to day Subdivision related issues.
- Provide specialist technical advice regarding the Statutory Planning requirements for subdivisions as well as to internal business units and Council regarding Subdivision related issues.
- Deliver clear, concise and well considered letters, emails, verbal comments and specific recommendations relating to Statutory Planning matters, taking into account the diversity of the community and understanding our role in the community and the responsibility that comes with it.

Information Technology

- Plan and implement data collection strategies and manage information systems for Statutory Planning matters and provide input to the development of corporate databases and systems including DevCap (for DCPs), Objective, Property and Rating, etc.

Liaison and Advocacy

- Liaise with external bodies such as DTLPI, DEPI, DSDBI other Councils, service authorities including Telecommunications Authorities, VicRoads, Melbourne Water and other relevant organisations to ensure their input and collaboration on all relevant Subdivision matters, attending consultation meetings, working reference groups, best practice sessions, policy change groups and the like.

Reporting

- Prepare and assist staff members in the preparation of Delegate Reports, Certificates, Statements of Compliance and other reports on planning decisions as well as reporting on Business Plan progress and budget tracking on a monthly basis.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- Providing:
 - Independent specialist professional advice including using specialist expertise in decision making and problem solving within the Planning & Design Department to clients, including in order to regulate clients, with the freedom to act being subject to close supervision or to clear guidelines, and
 - Direct support and assistance to more senior employees, with the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported
- Compliance with all relevant statutory responsibilities associated with areas of responsibility, including the provision of professional advice internally and provision of information to government and other statutory bodies and compliance with statutory decision-making timeframes. Accountability and authorities for Planning decision making are set out in legislation, the Deeds of Delegation from the CEO and other relevant internal documents.
- The effect of decisions and actions taken on individual clients may be significant, but the decisions and actions are always subject to appeal or review by more senior employees.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- The objectives of the work are usually well defined, including solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.

Independently:

- Exercise independent judgement in providing professional advice to Statutory Planning staff, other Council staff and service providers as required with accountability and authorities for Planning decision making as set out in legislation, the Deeds of Delegation from the CEO and other relevant internal documents.
- Required to independently advise, advocate, assess and make decisions on applications of simple, average and complex Subdivision proposals through interpretation of Standards & Guidelines, Legislation, Regulations and Codes of Practice as they apply to the position.

With Input from the Team Leader or Coordinator – Statutory Planning:

- Where required to analyse State and Federal policies related to Strategic Planning and Planning Schemes where guidance from these authorities is limited.

Recommends and Identifies to the Coordinator – Statutory Planning:

- Situations where advice and decision making for subdivisions of Regional / City importance are outside the norm and specialised advice may be needed.
- The need for future adjustments / improvements to be made to Planning strategies and policies from identified gaps.

Guidance:

- Works under close supervision or clear guidelines from the Team Leader – Statutory Planning with all decisions to be made within legislative guidelines.
- Guidance and advice would usually be available within the time required to make a choice.

5. Specialist Skills and Knowledge

The essential position requirements include:

- Demonstrated ability to provide best-practice professional planning advice to the Statutory Planning team and wider Planning and Design Department while being flexible enough to accommodate the unique circumstances and/or context within which development is occurring in CGD
- Accordingly, and as a specialist involved in interpreting regulations, an understanding of the underlying principles involved in all Planning decisions is required, as distinct from the practices. These include but are not limited to:
 - Subdivision and General Planning principles.
 - Local Government Act,
 - Planning and Environment Act,
 - Subdivision Act and
 - other associated Regulations, Standards and Codes of Practice
- Well-developed advocacy skills for assisting with efforts on all Subdivision based Statutory Planning matters, as well as to manage customer expectations in a climate of increased development and resourcing pressures.
- An understanding of the role and function of senior employees to whom support is being provided as well as an understanding of the long-term goals of the Planning and Design business unit and an appreciation of the goals of the Council.

6. Management and Interpersonal skills

The essential position requirements include:

- Skills in managing time, setting priorities and planning and organising one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable
- The ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Highly developed interpersonal, oral and written communication skills working with other Planning and Design professionals as well as with internal and external stakeholders.
- Proven ability to write reports in the field of expertise and prepare formal external correspondence.

7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

- Degree qualifications in Planning with little or no relevant work experience or alternatively lesser formal qualifications along with relevant skills and experience delivering Subdivision and or Statutory Planning related services. Relevant experience in relation to these options should include:
 - Demonstrated experience in providing advice and making high quality, consistent and accurate Statutory Planning decisions within nominated timeframes that resulted in excellent Planning outcomes.
 - Demonstrated knowledge of Subdivision and General Planning principles.
 - Demonstrated knowledge of Local Government Act, Planning and Environment Act, Subdivision Act and other associated Regulations, Standards and Codes of Practice.
- Demonstrated writing and written comprehension skills to independently produce relevant and professional written communication including the preparation of reports, letters, emails, and other media to a consistently excellent standard.
- Demonstrated interpersonal, verbal reasoning and problem-solving skills, particularly in relation to active listening, presentation, advocacy and conflict resolution, effectively dealing with and resolving customer issues and complaints.

Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

Prepared by:

Name:	Will Stewart	Signature:	
Date:	July 2021		

Manager:

Name:	Brett Jackson	Signature:	
Date:	July 2021		

Director:

Name:	Jody Bosman	Signature:	
Date:	July 2021		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical / Cognitive Requirements of the position

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Name

Signature

Date ___/___/___

Cognitive Demand	Yes	No
Regular communication with team/work mates	✓	
Regular communication with others	✓	
Verbal instruction and supervision of others		✓
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

Position Description

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- In accordance with the responsibilities of your role, positively support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.