



# Position description

## Planning Officer

Position	Reporting relationships	Other key relationships
Planning Officer	Reports to Team Leader - Planning	Manager City Development Team members within City of Tea Tree Gully Elected Members Community members State Government Agencies

### Position overview

The purpose of this role is to contribute to the efficient delivery of development assessment services that achieve exceptional planning outcomes for the community.

Reporting to the Team Leader - Planning, the Planning Officer is responsible for:

- Undertaking the assessment and processing of development applications; ensuring that Council's statutory obligations under relevant legislation(s) are met.
- Providing pre-lodgement development advice to prospective applicants.
- Responding to general planning and development enquiries from the community.
- Carrying out inspections of existing and proposed development sites.
- Providing assistance to the Team Leader Planning in the coordination and provision of planning services for Council.

## Key outcomes

### Responsibilities:

- Undertake the assessment and processing of a range of development applications, in accordance with Council's delegated authority policies and procedures, ensuring all work is performed in an accurate and timely manner.
- Act as the Duty Planning Officer and undertake Council's fast-tracked assessment process on a rostered basis.
- Provide professional advice and customer service to Council, internal departments, government agencies, applicants and the general public on a range of planning matters.
- Prepare and present reports, recommendations and advice on development proposals to the Council Assessment Panel.
- Carry out compliance related duties as may be required from time to time.
- Participate in training sessions and actively contribute to the transition to development assessment services under the Planning, Development and Infrastructure Act 2016.
- Undertake general duties as required to ensure the overall efficiency of the planning team and City Development department.

## Work health, safety and wellbeing

- Contribute to a culture where everyone places safety first.
- Identify and report health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment that is provided to protect their health and safety.
- Follow reasonable instructions given on health & safety and injury management.
- Comply with health and safety and injury management policies and procedures and actively participate in associated training and programs.

## Special conditions

Some out of hours work may be required from time to time, such as attendance at Council meetings or workshops.

## Qualifications – (E) denotes essential qualifications

- Tertiary qualification in urban and regional planning or equivalent qualification (E).
- Current Class C South Australian Driver's licence (E).

## Skills/capabilities

- Innovative and practical approach to problem solving and negotiation.
- The ability to plan, prioritise tasks and meet competing deadlines.
- Initiative and ability to work with minimum supervision.
- Demonstrated high level of personal integrity and ethics.

### Experience – (E) denotes essential experience

- Applicants should hold a degree in Urban and Regional Planning (or similar) and will ideally have at least 12 months experience working in the development assessment field in either Local Government or the private sector. (E)
- Experience in preparing and presenting reports to Council Assessment Panels.

### Knowledge – (E) denotes essential knowledge

- Working knowledge of the Planning Development and Infrastructure and Regulations and the Planning and Design Code.
- General knowledge of other relevant legislation including (but not limited to) the Liquor Licensing Act, the Local Government Act, and the Community Titles Act.
- Knowledge of Local Government’s responsibilities as they apply to planning.
- Knowledge of Council Policies, Procedures and Strategic Planning documents.

### Organisational core competencies

- **Digital literacy** – ability to use the essential technology, devices and systems required for the role, or ability and willingness to learn this.
- **Communication**– Verbal: expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.  
Written: expressing ideas clearly in documents that have written organisation, structure, grammar, language and terminology adjusted to the needs and characteristics of the audience.
- **Customer service** – ability to demonstrate a high level of customer care by providing professional, helpful, high quality service, before, during and after the customer’s requirements are addressed.
- **Resilience** – the ability to bounce back when faced with challenging circumstances or when things don’t go as planned.