



Young Shire Council

INFORMATION PACKAGE

for the position of

Senior Strategic Town Planner

(Closes Thursday 10th March 2016)

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ADVERTISEMENT



YOUNG SHIRE COUNCIL

Senior Strategic Town Planner

- ⓑ 9 day fortnight
- ⓑ 38 hour week
- ⓑ Permanent full time
- ⓑ Minimum salary of \$82,000

Position: The position has the primary purpose of assisting with and/or managing a wide variety of strategic land use planning projects and policy review.

The successful applicant will have Tertiary qualifications in Urban and Regional Planning providing eligibility for Corporate Membership of the Planning Institute of Australia or the equivalent. In addition they will have a minimum three years professional experience involving both strategic land use planning and development control in a local government or equivalent environment. Also required is knowledge of relevant legislation and well developed written and oral communication, report writing and presentation skills. A current NSW Class C driver's licence (or equivalent) is a mandatory condition of employment.

A higher salary may be negotiated with an exceptional applicant. Local Government (State) Award 2014 conditions and a three month probation period apply.

Only the applications addressing the essential and desirable selection criteria will be considered. For an information package please phone Councils Human Resources Officer on 02 6380 1200, in person at Council Offices or downloadable from www.young.nsw.gov.au

Applications will be received up until 4.00pm Thursday 10th March 2016.

David Aber
General Manager
Young Shire Council
Locked Bag 5
YOUNG NSW 2594

Young Shire Council is an Equal Employment Opportunity Employer

GENERAL INFORMATION

Position Name

Senior Strategic Town Planner

Objectives of Position

To lead delivery of Council's Strategic Planning and Development Policy agenda.

Responsibility

The position reports to the Director – Planning, Environment and Strategic Services

Qualifications

The mandatory qualifications for this position are tertiary qualifications in Urban and Regional Planning providing eligibility for Corporate Membership of the Planning Institute of Australia or the equivalent and minimum three years professional experience involving both strategic land use planning and development control in a local government or equivalent environment

Salary

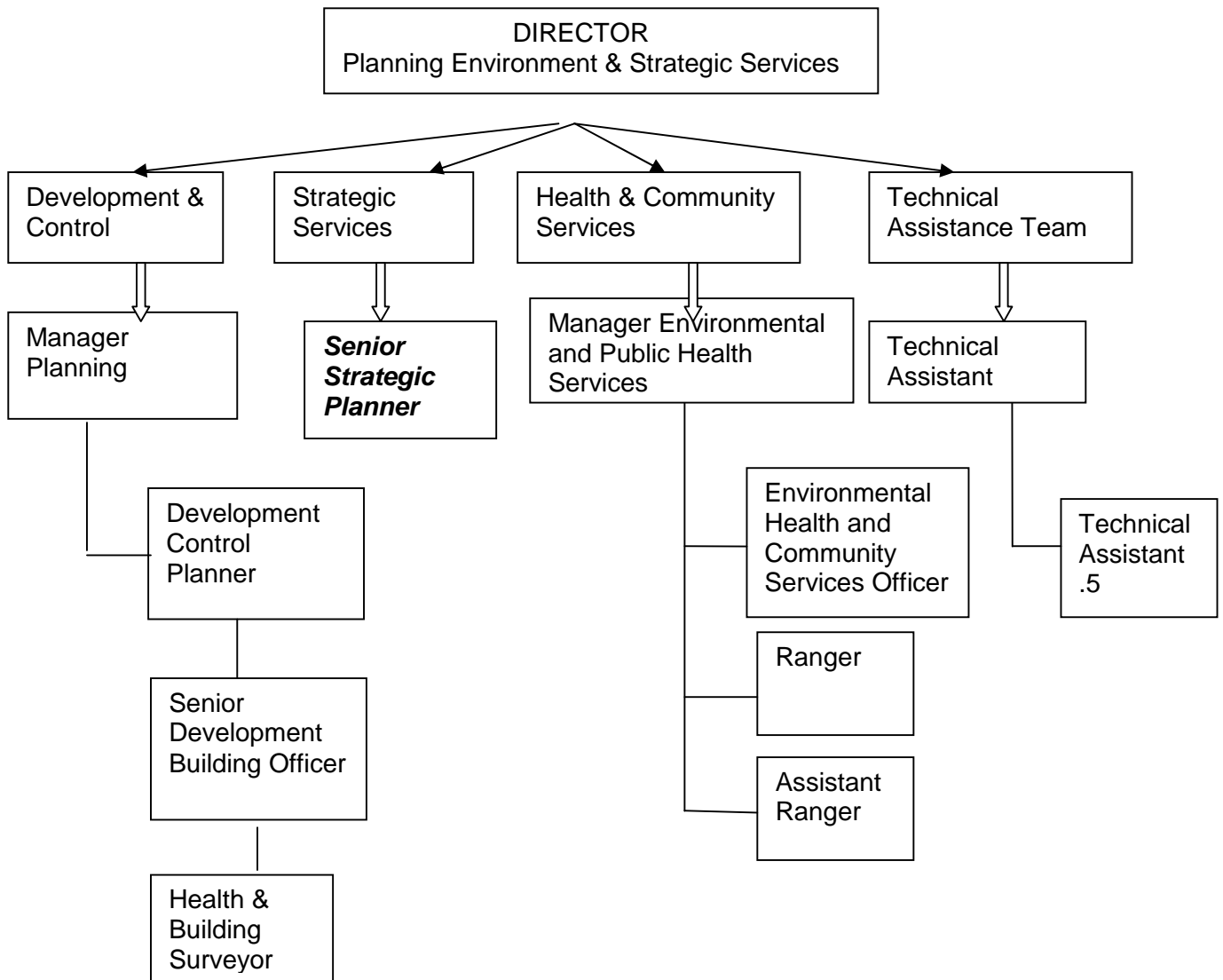
The position is classified as Grade 26 under the Local Government (State) Award 2014 depending on qualifications, experience and competence. However applicants with exceptional qualifications, experience, knowledge and skills can negotiate with the Council to be placed at a higher grade.

The salary range for the position is as follows:

GRADE 26	Entry Level	Step 1	Step 2	Step 3	Step 4
<i>Weekly Gross Pay</i>	\$1580.56	1612.17	\$1643.78	\$1675.39	\$1707.00
<i>Annual Gross Salary</i>	\$82189.12	\$83833.07	\$85476.86	\$87120.28	\$88764.43

Progression through the grade steps is subject to an annual enhancement assessment based on reward for employees gaining and applying skills additional to those recognised through the evaluation. Permanent employees also enjoy other benefits as outlined under the Conditions of Employment.

Organisational Reporting Arrangements



1. Conditions of Employment

Conditions of employment include:

- The Local Government (State) Award 2014
- 35 hours per week
- Enhancement based salary system
Entry level and 4 competency steps for each grade.
Each step is equal to 2% of the entry level.
Progression based on acquisition and use of skills.
- Grade 26 position – Band 3 Level 3
- Weekly pay range: \$1580.56 to \$1707.00 per week.
- Leave provisions as per Local Government State Award 2014:
 - 4 weeks annual leave but no leave loading.
 - Sick Leave of 15 days per year which includes provision for Carers Leave
 - Long Service Leave available after 5 years continuous service
- Council funded superannuation, currently 9.5%.
- Salary sacrifice
- Education Assistance Scheme.
- Uniform and PPE supplied.
- Council has a smoke free work environment policy.
- Applicants may be requested to undertake pre-employment medical assessments at Council's expense to assist in determining their suitability for the position.
- An offer of employment would be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment would be confirmed at the end of the probationary period.

2. Applying for the Position

What to Submit

Applicants should submit the following:

1. A covering letter of application.
2. A statement demonstrating how you meet each of the essential & desirable selection criteria.
3. A resume including personal details, current license certification, educational achievements and relevant work experience.
4. Contact details of at least two previous workplace referees.

3. Selection Criteria

Candidates for interview will be selected based on the following selection criteria:

Essential:

- Tertiary qualifications in Urban and Regional Planning providing eligibility for Corporate Membership of the Planning Institute of Australia or equivalent.
- Minimum of three (3) years of professional experience involving both strategic land use planning and development control in a local government or equivalent environment.
- Experience in assisting with, managing and/or participating in land use planning on LEP's and projects/tasks at local government level or an equivalent environment.
- Experience in completing projects/tasks to a high standard, with a minimum of supervision and within stipulated time frames.
- Well developed written and oral communication, report writing and presentation skills.
- Knowledge of, understanding and application of the NSW Environmental Planning and Assessment Act 1979 and other Acts relevant to strategic land use planning.
- A working knowledge of Word, Excel and Outlook in a Windows environment.
- A knowledge and understanding of the principles and practices of EEO and WHS, and an ability to apply them to the work practices.
- Possess and maintain a current Class C driver's licence (a mandatory condition of employment).

Desirable:

- Demonstrated ability to be part of a team as well as when appropriate to act independently, to provide customer focused service and to gain and maintain peer respect.
- Demonstrated ability to resolve complex problems to achieve acceptable outcomes.
- Ability to be adaptable and flexible in the face of changing circumstances.
- Demonstrated knowledge of the NSW Environmental Planning and Assessment Act 1979 having regard to development control planning

4. Where to Submit an Application

Application may be e-mailed to mail@young.nsw.gov.au or mailed to:

The General Manager, Young Shire Council, Locked Bag 5, YOUNG NSW 2594

5. Interviews

Candidates for interview will be selected from the applications based on the above selection criteria. Applicants selected for interview will be notified by telephone within 2 weeks after the closing date.

6. Appointment

An offer of appointment will be subject to the successful applicant obtaining a satisfactory medical and functional assessment to determine applicant's physical suitability for the position. Council will pay the cost of the medical and functional assessment.



YOUNG SHIRE COUNCIL

Senior Strategic Town Planner

1: GENERAL DESCRIPTION

- 1.1 Position:** Senior Strategic Town Planner
- 1.2 Position Holder:** Vacant
- 1.3 Division:** Planning Environment & Strategic Services
- 1.4 Location** Town Hall Administration Building, Young.
- 1.5 Role** Assisting with and/or managing a wide variety of strategic land use planning projects and policy review.
- 1.6 Position Reviewed:** January 2016
- 1.7 Accountable to:** Director Planning Environment & Strategic Services
- 1.8 Accountable for:** The land use Strategic Planning and Policy frame work for the Shire.
- 1.9 Delegated Authority:** This position has no direct supervision of staff.

2: AWARD/SALARY PROVISIONS

- 2.1 Award Coverage** Local Government (State) Award 2014
- 2.2 Work Hours:** Full time.
35hrs per week
Nine day fortnight
- 2.3 Salary System Grade:** Grade 26
- 2.4 Entitlements** Employer superannuation contributions, 9 weeks paid maternity leave, long service leave entitlement, salary sacrifice options.

3 SELECTION CRITERIA:

Essential:

- Tertiary qualifications in Urban and Regional Planning providing eligibility for Corporate Membership of the Planning Institute of Australia or equivalent.
- Minimum of three (3) years of professional experience involving both strategic land use planning and development control in a local government or equivalent environment.
- Experience in assisting with, managing and/or participating in land use planning on LEP's and projects/tasks at local government level or an equivalent environment.
- Experience in completing projects/tasks to a high standard, with a minimum of supervision and within stipulated time frames.
- Well developed written and oral communication, report writing and presentation skills.
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4. PRIMARY PURPOSE, FUNCTIONS & RESPONSIBILITIES OF POSITION

PRIMARY PURPOSE

- To assist with and/or manage strategic land use planning projects with a minimum of supervision, within stipulated timeframes and which achieve acceptable outcomes.
- To produce high quality work.
- To maintain the currency and relevance of all Council's local environmental plans, development control plans, master plans and other policies related to Planning & Environment Group control.
- To ensure that all statutory requirements relevant to functions and responsibilities are met and that Council's interest and integrity are protected.

- To provide all necessary support to the Director (Planning Environment & Strategic Services) and to other team members to maintain an effective, efficient and responsive strategic planning section.
- To provide quality direction to consultants and internal staff as well as support and guidance to other staff as appropriate or required.
- To provide quality advice to both internal and external customers on strategic planning matters.
- To assist in formulating, implementing and enhancing the objectives, actions, strategies and budget of Council's Management Plan for the Strategic Planning section.
- To assist in Development Control Planning as determined by the Director (Planning Environment & Strategic Services) , dependant on Departmental workloads.

FUNCTIONS & RESPONSIBILITIES

- Assists with, undertakes and/or manages strategic land use planning projects with a minimum of supervision, within stipulated timeframes and which achieve acceptable outcomes.
- Assists with ensuring the currency and relevance of Council's local environmental plans, development control plans, master plans and other land use planning policies by monitoring them in terms of their application, best practice, legislative changes and community needs and expectations, and where appropriate reviewing them.
- Assists with ensuring compliance of all community land plans of management with legislative requirements and with best practice guidelines.
- Contributes towards maintaining a responsive, effective, efficient and dependable strategic planning section by providing high quality work and other staff with assistance.
- Reports to Council on strategic land use planning matters.
- Provides verbal and written technical advice to clients, other staff and to Councillors and be available for public enquiries on strategic land use planning matters.
- Maintains technical competence.
- Carries out other duties as requested or required, which are consistent with the skills, experience, competence and training relevant to this position, including representation of both the Section and Council on committees and other bodies.

5 STANDARD PERFORMANCE CRITERIA

- Always be supportive of and provide input into management policies with regard to vision, goals, interpersonal relationships and comply with Council's adopted Code of Conduct.
- Become one of the team and maintain a realistic level of industrial harmony.
- Maintain an excellent level of attendance and punctuality.
- Strictly adhere to Council's WH&S policies, procedures and practices so as to maintain the high safety standard of Council.
- Be courteous to the general public at all times and ensure that no comments on Council matters are to be made to the general public. Report any unusual observance to Management via the Supervisor.

- Perform all tasks required for the successful and efficient completion of all work to quality, cost, and timing standards as approved by Council

6. COMPETENCIES FOR ALL STAFF

Key Duties	Performance Indicators
Demonstrate an appropriate knowledge of Council's purpose, structure, values and services with particular emphasis on one's own area of employment	<ul style="list-style-type: none"> • Ability to communicate knowledge of Management Plan and how it relates to position and Council's goal • Accept responsibility for and manage own work • Always represent Council in a positive manner
Display a customer focused attitude when dealing with both internal and external customers	<ul style="list-style-type: none"> • Responses and actions are appropriate • Difficult customer situations are dealt with appropriately and without delay • Prioritise customer care as a key issue
Prioritise and respond to tasks within agreed timeframe	<ul style="list-style-type: none"> • Works Orders (CivicView Records) tasks are kept up to date
Communicate in a clear and concise manner when dealing with customers and fellow employees	<ul style="list-style-type: none"> • Clarify communications to ensure they are understood • Document all dealings of consequences
Deliver a high quality service and seek ways to improve work processes	<ul style="list-style-type: none"> • Customer needs and expectations are correctly identified • Demonstrate an attitude of proactive system improvement
Co-operate with other employees, actively seeking to share the workload and assist in enhancing team morale	<ul style="list-style-type: none"> • Proactively set and meet work goals • Need for additional support to improve performance is communicated with supervisor • Assist other in meeting team goals and deadlines • Demonstrate teamwork and cooperation both within team and across all Council Departments
Demonstrate a commitment to the Council as the employer and maintain a high level of integrity, fairness, honesty and confidentiality	<ul style="list-style-type: none"> • Demonstrate a strong work ethic and a commitment to high standards of internal and external service delivery • Always represent Council in a positive manner • Understand and comply with Code of Conduct
Show respect to other employees and actively discourage all forms of discrimination harassment and bullying	<ul style="list-style-type: none"> • Behaves ethically at all times in the workplace • No substantiated complaints received • Follow and promote EEO principles and deal with others fairly and impartially • Other employees assess non-discriminatory and non-bullying behaviour

Demonstrate an understanding of Council's Work Health and Safety policies and procedures and conform to all WHS requirements of the job	<ul style="list-style-type: none"> • Evidence that WHS is understood and policies and procedures are followed • Actively and positively contribute to participative arrangements for the management of WHS • Implements and monitors risk control measures, consistently, identify and report inadequacies
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7 WH&S RESPONSIBILITIES

Key Responsibilities	Performance Indicators
Ensuring all work is performed in accordance with requirements of Council's Work, Health and Safety policy, procedure and legislation	<ul style="list-style-type: none"> • Conformance to WH&S policy and procedures • Knowledge of, and use of SWMS/JSA'S and Standard operating procedures • Completion of Plant Start-Up Sheets • Complete Risk Assessments
Taking reasonable care for own Health and Safety as well as that of others	<ul style="list-style-type: none"> • Use of SWMS /JSA's and Standard Operating Procedures • Complete Risk Assessment
Work Health and Safety standards are complied with including following defined risk management polices and procedures	<ul style="list-style-type: none"> • Training records • Non - conformance forms issued.
Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor	<ul style="list-style-type: none"> • Hazard identification / accident, incident/ near miss reports completed accurately within the timeframe. • Workplace inspection reports
Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	<ul style="list-style-type: none"> • PPE worn and maintained • Knowledge and use of Standard operating procedures
Working in accordance with relevant standards	<ul style="list-style-type: none"> • Training records • Supervisor site inspection records
Correct Manual Handling techniques are identified and used	<ul style="list-style-type: none"> • Manual Handling included in all risk assessments • Training in Manual Handling • Correct techniques followed

Correct Ergonomics of office workstations are used	<ul style="list-style-type: none"> • Demonstrate ability to set up workstation ergonomically followed.
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8 AUTHORITY AND ACCOUNTABILITY

- Provides a professional advisory role internal and external customers.
- The position may be responsible for several different projects
- The advice given may commit the Council or have significant impact on external parties dealing with Council.

9 JUDGEMENT AND PROBLEM SOLVING

- Position has a high level of independence in solving problems
- Problems can be multi –faceted requiring detailed analysis.

10 SPECIALIST KNOWLEDGE AND SKILLS

- Will have the skills and knowledge to resolve problems by identifying complex alternatives.

11 MANAGEMENT SKILLS

- May be required to participate in a management team to resolve key problems.

12 INTERPERSONAL SKILLS

- Communication skills are required to enable provision of key advice and liase with both internal and external customers.

13 QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications in Urban and Regional Planning providing eligibility for Corporate Membership of the Planning Institute of Australia or the equivalent.
- Minimum three years professional experience involving both strategic land use planning and development control in a local government or equivalent environment.
- Knowledge of relevant legislation and well developed written and oral communication, report writing and presentation skills.

14 CODE OF CONDUCT

At all times employees should act in a manner that enhances community confidence in Council. The community is entitled to quality service and a positive helpful attitude. While on duty, employees are to give the whole of their time and attention to the business of Council. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to comply with the Code of Conduct at all times.

15 CONTINUOUS LEARNING

All Council employees are expected to accept continuous learning as part of their position. This learning may involve a range of methods, from in-house workshops to training and development by external providers. Learning and development is considered necessary to assist with effectively carrying out the duties of the position.

16 PERSON SPECIFICATIONS

To perform this job successfully, an individual must have the educational skills to be able to perform each essential duty satisfactorily. Ability to read, write, apply legislation and mathematical concepts. To be able define problems, collect data, establish facts and draw valid conclusions is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

17 MANDATORY CONDITIONS OF EMPLOYMENT

The following conditions of employment are mandatory and as such have to be met by the employee at all times:

- Hold a current unrestricted NSW Class C drivers licence (or equivalent)
- To ensure the safety of themselves and fellow employees by following safe work procedures and comply with WHS Policy and procedures.
- To project Council's image in a positive manner.
- To act with diligence, integrity and honesty as an employee of Council.

Non-adherence to these conditions may result in disciplinary action and/or termination of employment.

18 ANNUAL REVIEW

Each position holder shall be reviewed annually to assess performance, training needs and to identify significant changes (if any) in the position description. Assessment will be in accordance with Councils Salary System.

Further Information on the position can be obtained by contacting the Human Resource Officer at Young Shire Council on 02 63801234.

19. Physical Requirements

The following table represents the physical environment in which the employee will be required to operate under normal circumstances based on average daily exposure to the nominated tasks. Additional tasks / requirements can be added.

*Key:	Not Applicable	N	Not Relevant to this position
	Occasional	O	Task is performed for 0-33% of the day
	Frequent	F	Task is performed for 34-66% of the day
	Constant	C	Task is performed for more than 66% of the shift
	Repetitive	R	Work cycle is repeated < 30 sec & performed for > 60min

WORKING CONDITIONS / PHYSICAL REQUIREMENTS - see *Key N, O, F,C,R					
General Demands		Sensory Demands		Other Demands	
Neck Movement (looking up, down, sideways)	O	Sight Use of sight as an integral part of task performance eg. Dark, fine detail	O	Meeting Deadlines	C
Reaching (above shoulder height, forward/side extended)	O	Sight Ability to discriminate between colours	C	Conflict Resolution	F
Hand/Arm Movements (stacking, reaching, mopping, tool use)	F	Hearing Effective hearing ability as an integral part of task performance	O	Sitting for extended periods	C
Bending/Twisting (forward/ backward bending or twisting at waist)	O	Smell use of smell senses as an integral part of task performance	N	Dealing with people	C
Kneeling/Squatting	O	Balance	C	Underground Work	N
Leg Movements (operate machinery)	N	Environmental Factors		Personal Protective Equipment	O
Standing (upright without moving)	O	Dust (expose airborne material ie. Dust)	N	Radiation Tasks involve magnetic or radiation sources	N
Driving (operate any mobile plant)	F	Gas / Fumes Working with gases or fumes	N		
Walking Even surfaces	F	Liquids Tasks involve working with liquids which may cause skin irritations if contact is made with the skin	N	Manual Dexterity Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing	C
Walking Uneven surfaces	O	Noise Tasks involve exposure to high noise environments, and hearing protection is required to be worn	N	Manual Dexterity Gross motor hand use Gripping, holding, clasping	C
Walking Walking while manual handling object	O	Lighting Tasks involve working in dark or visually- poor environments	N	Task involves working in an awkward positions (Describe)	N
Walking (Up or down steep slopes)	O	Temperature Task involve working in extremes of temperature - hot or cold	O	Confined Space (confined spaces work)	N
Climbing (in and out of plant)	N				
Climbing (stairs, ladders, scaffolding)	N				
Manual Handling Tasks involve manual handling of objects (lifting, lowering, carrying, pushing, pulling, restraining) Light, Moderate, Heavy	Low	Hazardous Substances Tasks involve working with hazardous substances	N	Cardiovascular Fitness level required for position Low (sedentary) Medium High (constantly on feet, repetitive physical work)	Low

NOTE THAT SIGNING THE PD INDICATES AN AGREEMENT AND ACCEPTANCE OF THE CONTENT AND CONDITIONS

POSITION: Senior Strategic Planner – Planning, Environment & Strategic Services

POSITION INCUMBENTS NAME	SIGNATURE
	DATE
GENERAL MANAGER	SIGNATURE
	DATE

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This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training.