



Position Description

Position Title:	Town Planner (Graduate)
Position Status:	Permanent Full-time
Reports to:	Manager Development Services
Location:	Administration Building Cnr Tamar and Cherry Streets, Ballina
Applicable Grade:	Grade 10-12
Remuneration Package:	Superannuation

Position Objective

- Provide a high level of assistance to the Manager Development Services to effectively provide development assessment and compliance services to Council to meet statutory and community needs.
- Work in a complementary manner within the operational framework of the Group and Section.
- Provide a high level of customer service to Council's internal and external clients on development assessment related matters.

Organisational Relationships

Within Department:	Group Manager Development and Environmental Health Manager Development Services Town Planners Development and Environmental Health staff	
Within Council:	General Manager Executive Team	All Council employees
External to Council:	Members of the public Government offices	Local businesses

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide professional and timely advice to management, staff and the public with respect to position related matters.
- Interpret and apply technical concepts and practices to resolve formal complaints, problems and explain policy.
- Promote a positive image for Council through efficient and effective responses to public enquiries at the counter, over the phone and on site concerning general enquiries.

Technical

- Provide a high level of assistance to the Manager Development Services to effectively provide development assessment and compliance services to Council to enable it to meet statutory and community needs.
- Undertake inspections related to development assessment applications.
- Assess and determine development applications.
- Contribute to the development of Council policies that reflect the culture, values and objectives of the organisation.
- Provide town planning support, advice and assistance to other sections of Council.
- Assist with investigations of complaints by the community on development related matters.

Written Communication

- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Prepare clear and concise reports to Council and relevant governing bodies on issues as they relate to this position.
- Prepare material for use by the public that clearly and succinctly explains Council policies.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies.

Teamwork

- Participate as a positive team member and contribute to the achievement of team goals and objectives.

Continual Improvement

- Contribute to process, systems and procedures improvements that deliver quality services and projects.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and human resources policies such as timekeeping, records management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest.

Selection Criteria

The following essential and desirable criteria must be addressed as part of your application. Applications that do not address these criteria will not be considered.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Recent or substantial completion of a degree in Town Planning or a related field.
- Class C driver's licence with a good and safe driving record.
- Demonstrated effective communication skills, both oral and written.
- Proven competency with the Microsoft Office suite, namely Outlook, Word and Excel.
- Proven ability to work independently as well as in a team that has a focus on delivering quality customer service.
- A knowledge and understanding of the principles and practice of equal employment opportunity and work health and safety and an ability to apply them to work practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Previous work experience in a planning environment.
- Familiarity with planning and environmental legislation within a NSW local government context.
- Participation in continuing professional development.



Information Package

Town Planner (Graduate)

APPLICATIONS CLOSE: Friday, 2 March 2018

Position Overview

We are offering a great opportunity to a recent graduate or a candidate nearing completion of study in Town Planning or a related qualification. Reporting to the Manager Development Services, you will be responsible for supporting the section to deliver quality development assessment and compliance services for Council and the community in a timely and efficient manner. In this role you will have the opportunity to be mentored by professional Town Planners in a fast-paced challenging working environment.

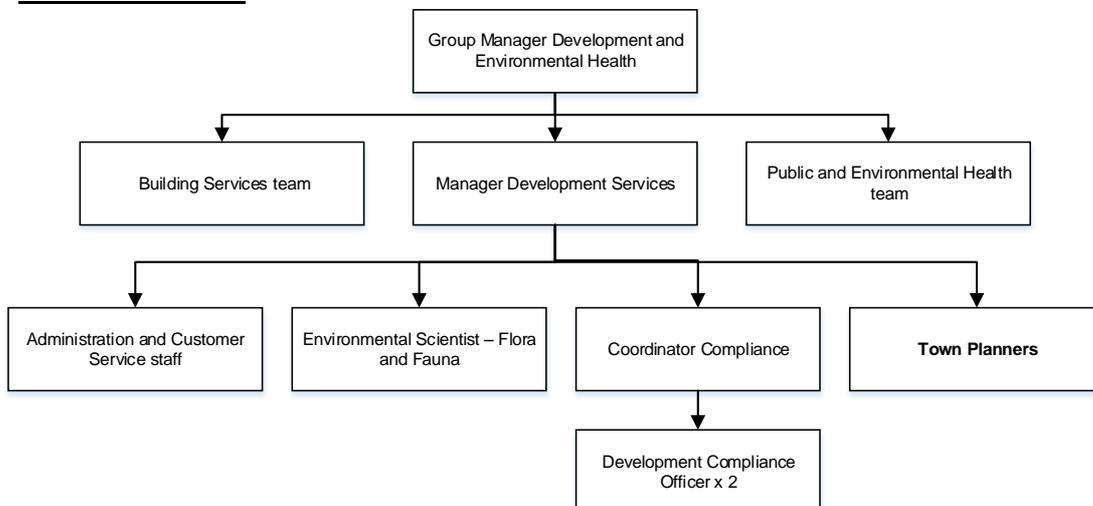
You will be a member of a professional team motivated to assist with the assessment of planning proposals and development assessment functions to achieve planning outcomes in line with Council policy and legislative requirements. A key aspect of this role will require you to work closely with the Manager to ensure the section goals and objectives are achieved.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Town Planner (Graduate), short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Medical self assessment – the completion of Council's Pre-employment Medical Self Assessment form to assess overall health and well-being to determine suitability to the duties of the position.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award. The position of Town Planner (Graduate) is assessed at Grade 10 - 12 under Council's salary structure, and provides an annual salary range of \$57,300 to \$74,100 (plus superannuation), dependent upon experience, skills and qualifications.

In addition, employees have access to a range of other benefits including educational assistance initiatives, a very attractive training support program and a subsidised non-compulsory uniform.

Application Requirements

Applicants must submit documentation addressing the selection criteria for the position. The essential and desirable criteria for the position of Town Planner (Graduate) are listed in the Position Description. Applications that do not address these criteria will not be considered. In addition, a resume with the following details needs to be provided:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Submission of Application

Applications can be submitted on line via the following link:

http://www.ballina.nsw.gov.au/cp_themes/default/jobs.asp

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Town Planner (Graduate) is as follows:

Closing date:	Friday, 2 March 2018
Interview date:	Week commencing 19 March 2018
Candidates notified of outcome:	Week commencing 26 March 2018

For further information on this recruitment process, please refer to Council's website or contact Council's Human Resources section on 02 6686 1443.