

# Position Description

## Environmental Planning Officer

### DETAILS

Team and Department	City Planning
Division	Development Assessment (Fast Track)
Supervisor	Coordinator Fast Track
Direct Reports	NA
Grade	Grade 9 for Students
Delegation of Authority	As per Delegation Authority Policy
Budget	NA
City Plan Directions	Responsible Management, A Sense of Community, Places for People, A Prospering City, Moving Around and Looking after our Environment.

### PURPOSE

The position is to assist with research, prepare, implement and monitor Council's environmental planning strategies, instruments, policies and guidelines within the framework of the *Environmental Planning and Assessment Act 1979* and other legislation.

### KEY ACCOUNTABILITIES

1. Assist in the assessment and determination of development applications, section 4.55 applications, section 8.2 reviews and other applications in accordance with statutory requirements, as may be required.
2. Assist to prepare timely and accurate reports on a wide range of planning issues.
3. Assist with land use survey and data collection, and monitoring and analysis of land use information, as may be required.
4. Keep abreast of relevant State and Commonwealth legislation, policies and plans affecting Council.
5. Respond to correspondence, enquiries and complaints.
6. Provide the highest level of service to both internal and external customers.
7. Deal with customers in an effective, efficient and courteous way and in doing this promotes the Council's public image.
8. Act as duty officer on a rostered basis at Council's Customer Service Centre, as may be required.
9. Contribute positively to the effective operation of the City Planning division.
10. Undertake any other duties as may be requested for the effective operation of the department.

## KNOWLEDGE, SKILLS AND ABILITIES

### ESSENTIAL

1. Studying to obtain or completed tertiary qualifications in Town Planning or a related field.
2. Knowledge of the relevant NSW legislations/regulations.
3. Understanding of the role of a planning and building division within local government.
4. Basic research and critical analysis skills.
5. Ability to manage multitask workloads, deadlines and projects.
6. Ability to communicate effectively with people.
7. Ability to work within a team environment.
8. Demonstrated report writing skills.
9. Demonstrated commitment to customer service.
10. Demonstrated commitment to EEO, WHS and the principles for a culturally diverse society.

### DESIRABLE

1. Personal computer and keyboard skills with knowledge and understanding of word processing, spreadsheets, computer graphics and computerised property information systems.
2. Class C driver's licence.

## CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	NO
Good driving record or possession of a driving licence required	YES
Specify licence type:	C Class
Position required to make a disclosure of pecuniary interest	YES
Criminal History Check	NO

### Code of Conduct

All staff are required to adhere to the Code of Conduct.

### Recordkeeping Responsibilities

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.

### Workplace Health and Safety

All staff are required to adhere to Councils Workplace Health and Safety Policy