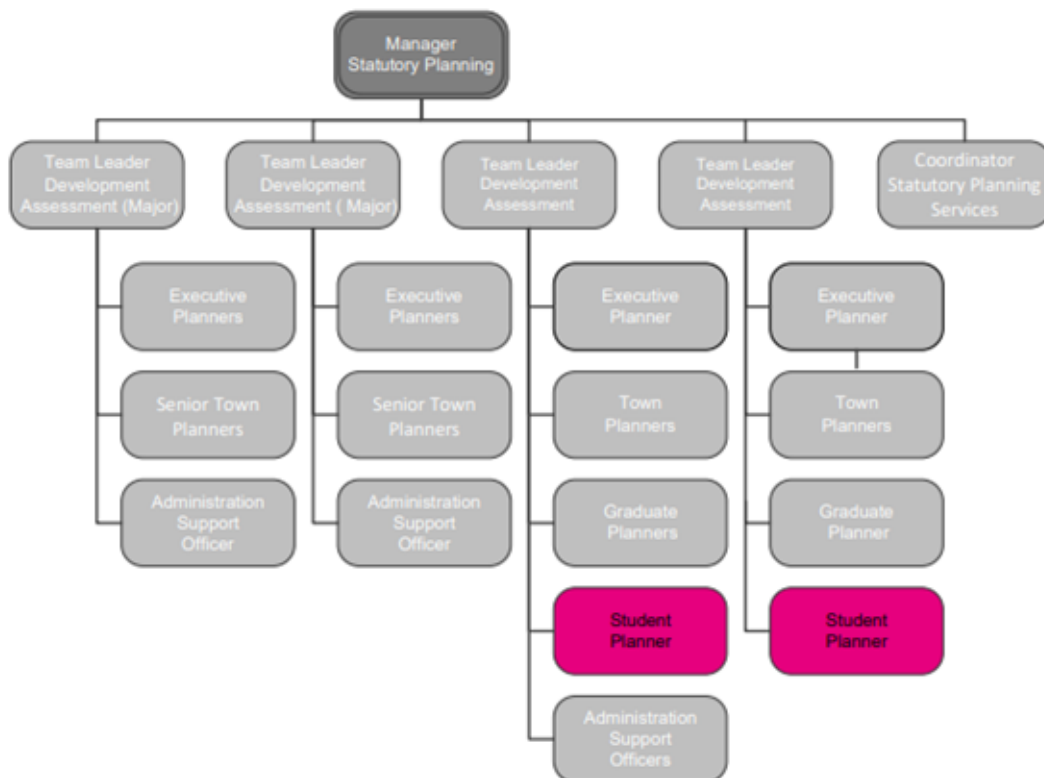


## POSITION DESCRIPTION

<b>Position Title</b>	Student Planner
<b>Position Number</b>	41141
<b>Division</b>	Planning and Environment
<b>Branch</b>	Statutory Planning
<b>Special Requirements</b>	Drivers Licence
<b>Reports To</b>	Team Leader Development Assessment
<b>Physical and Environmental Demands</b>	Ability to carry out site inspections
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Liveable Balanced

### Reporting Structure



Position Purpose
To contribute to actively managing the growth of the LGA through effective development control.
Key Result Areas
<ul style="list-style-type: none"> <li>• <b>Development applications and inspections</b></li> <li>• <b>Customer service</b></li> <li>• <b>Branch activities</b></li> <li>• <b>Corporate Core Values</b></li> </ul>
Key Duties & Responsibilities
<p><b>Development applications and inspections.</b></p> <ul style="list-style-type: none"> <li>• Develop skills to assess and recommend development applications in accordance with legislative requirements and Council procedures.</li> <li>• Develop skills to assist and provide advice on planning matters.</li> <li>• Maintain current knowledge of legislation, policy and procedures that impact on the development process.</li> </ul> <p><b>Customer service</b></p> <ul style="list-style-type: none"> <li>• Assist in the provision of Council's duty planning service, including the lodgement of development (and related) applications via the NSW Planning Portal.</li> <li>• Ensure the timely and accurate provision of planning advice, both written and verbal.</li> <li>• Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.</li> <li>• Project and promote the image of Council as both efficient and courteous whilst fulfilling the requirements of the legislation.</li> </ul> <p><b>Branch activities</b></p> <ul style="list-style-type: none"> <li>• Work cooperatively with members of the team / branch to achieve performance requirements and improve Council procedures.</li> <li>• Report and recommend solutions to problems as necessary.</li> <li>• Other relevant duties which may be required by the team leader or manager from time to time.</li> <li>• Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.</li> </ul> <p><b>Corporate Core Values</b></p> <ul style="list-style-type: none"> <li>• Continuously display Council's Corporate Core values of leadership, innovation, partnership, commitment, customer focus and safety.</li> </ul>
WHS Responsibility
<ul style="list-style-type: none"> <li>• Implement, monitor and comply with Council's WHS management system, including but not limited to WHS policies, standard operating procedures, risk assessments/work instructions and associated system tools in the relevant work area.</li> </ul>
Risk Management Responsibilities
<ul style="list-style-type: none"> <li>• To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.</li> <li>• Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.</li> </ul>

- Must be aware of operational and business risks, particularly:
  - understand and adhere to the principles of risk management within their job role;
  - assist managers and team leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - follow Council policies and procedures.

### Essential and Desirable Criteria

#### Essential

- Undertaking tertiary qualifications in town planning or a closely related field
- Well-developed oral and written communication skills, with the ability to liaise with internal and external customers
- Well-developed time management skills
- Ability to work both independently and as part of a team
- Sound computer literacy and proficiency

<b>Prepared By</b>	Manager Statutory Planning
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<b>Date Prepared</b>	January 2024
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I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

<b>Employee Name:</b>	
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<b>Employee Signature:</b>	
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<b>Date:</b>	
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