

<b>Position Title:</b>	<b>Planning Officer</b>
<b>Award/Agreement:</b>	<b>TOC Industrial Agreement 2024</b> (and any subsequent agreement)
<b>Classification level:</b>	<b>Level 8</b>
<b>Directly reports to:</b>	<b>Manager Planning and Development Services</b>
<b>Positions under Direct Supervision:</b>	<b>Nil</b>

### Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km<sup>2</sup>. The Town has a population of approximately 11,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

### Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

### Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

### Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

## OBJECTIVE OF THIS POSITION

The Planning Officer role is responsible for the timely and efficient processing of development and subdivision applications, contributing to strategic planning projects and providing professional planning matter advice to the Town and its stakeholders. The role focuses on delivering a high-quality customer experience and excellent outcomes to the community.

### **Objective 1: Planning**

- Undertake the timely assessment and processing of development applications and subdivision applications (from basic through to more complex) with limited supervision and direction from senior staff.
- Assist senior staff in processing complex applications, such as those determined via the Development Assessment Panel or Significant Development Assessment Unit pathways.
- Respond to planning enquiries relevant to the position's classification.
- Undertake project research on relevant planning matters and related fields affecting the Town, as directed.
- Provide input and assist in the preparation of strategic and statutory planning instruments and internal procedures.
- Assist senior staff with managing applications for appeal through the State Administrative Tribunal.
- Undertake other duties as requested by management, which may be reasonably expected within the scope of the classification level and skill base of the employee.

### **Objective 2: Work Health & Safety (For all Staff)**

- Source, read and understand the Town's policy and workplace procedures for health and safety risk reduction.
- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

### **Objective 3: Corporate Responsibility (All Staff)**

- Source, read and understand the Town's policy and workplace procedures for corporate values, conduct, policies and procedures, and Customer Experience Charter.
- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Ensure compliance with purchasing policies and best practice in purchasing.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

### **Objective 4: Continuous Improvement (All Staff)**

- Employ the mind set of continuous improvement to all work tasks.

- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

## SELECTION CRITERIA

- Essential**
- Tertiary qualification in urban and regional planning (or equivalent).
  - Demonstrated knowledge and experience in assessing and processing development and subdivision applications.
  - Proven interpersonal skills and ability to effectively liaise with internal and external customers.
  - Demonstrated negotiation, conflict resolution and public relations skills.
  - Well-developed written and verbal communication skills.
  - Well-developed computer literacy skills.
  - Proven ability to work in a team environment.
  - Current C Class Driver's License.

- Desirable**
- Previous experience in local government.
  - Demonstrated ability to adapt and effectively implement changes to organisational systems or local planning framework policy and procedures.

## REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Provide a Police Clearance.
- Provide evidence of the Right to Work in Australia.
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position) or completion of a medical questionnaire.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

## PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6-month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

### Signatures

Director	
Signature	Date

**Employee**

Signature

Date