



# Senior Town Planner

<b>DIRECTORATE</b>	Infrastructure Planning & Environment
<b>CLASSIFICATION</b>	Grade 15
<b>SALARY</b>	\$88,232.50 to \$97,055.75 plus 10.5% employer contribution to superannuation
<b>REPORTING TO</b>	Team Leader Development
<b>EMPLOYMENT TYPE</b>	Permanent Full Time
<b>POSITION CONTACT</b>	Matthew Wilson Tel +61 2 6023 8250

**OUR ORGANISATION** We are the facilitator of a thriving, resilient and liveable city full of opportunities and the custodians of an environment like no other. We consistently deliver best-in-class leadership, services, facilities and experiences, providing exceptional living for our local community.

**OUR VALUES** We are a values driven organisation and these underpin everything we do.

- **Working together** - I respect, listen to and value the contributions of others and celebrate our achievements.
- **Integrity** - I am trustworthy, honest, accountable, open and consistent in all that I do.
- **Courage and Passion** - I am enthusiastic and have the confidence to speak up for the betterment of AlburyCity.
- **Innovation** - I seek to increase my knowledge through new ideas and continuous improvement.
- **Loyalty** - I am supportive of others and committed to AlburyCity and the community.



# Senior Town Planner

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## LIVE WELL WORK WELL

The health and safety of our people is more than a priority, it's a commitment embedded within our values. Unlike priorities which change over time, our values form the basis for all that we do; they define our purpose and what we stand for. We seek to have a positive impact by developing a holistic wellbeing culture that empowers everyone to be their healthiest and happiest version, resulting in a more engaged and productive workforce with lower incidence of illness and injury. It is, and always will be, our goal to have a workplace free from harm.

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## THE DIRECTORATE

Our Infrastructure, Planning & Environment Directorate focuses on maintaining and improving our special and unique city and its surrounds. The groups within our directorate take care of our place as well as ensure that we grow and develop the city in a planned, balanced and sustainable way. We invest in and build infrastructure to meet everyone's needs, and we provide and maintain quality facilities and services that rival, and even surpass, those in larger cities. We are also responsible for preserving our natural environment across our many and varied landscapes.

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## OUR SERVICE MODEL: PROGRESS

Our Service model is built around our brand pillars of empowering **progress**, Serving with Excellence, which is about our **people** and taking care of our **place**. We empower our city and region to strive for more and to champion the significance of Albury as a national destination for life, work, culture, sport, entertainment, environment and investment. We are the connection point to make bigger, better things happen.

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## SERVICE CLUSTER:

Our City Development Service Cluster ensures that we are planning and preparing for our growing community. Its purpose is to facilitate a strategic and visionary approach to development, aligning community demands with built forms, services, open spaces, land use and connectivity.

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## THE POSITION

To provide a high quality and efficient regulatory assessment and approval service to the community that reflects both the community's opinions and needs balanced with natural and built environments.

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# Senior Town Planner

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## KEY RESPONSIBILITIES

- Assess and determine a range of Development Applications including complex Development Applications under various statutory legislation applicable to planning purposes including consultation, inspection, reporting, recommendations, production of documents and on-going monitoring and follow up of development.
  - Provide an inspectorial service to new and existing developments ensuring compliance with conditions of approval and all relevant legislation.
  - Develop and implement workplace improvement procedures to create consistent and better quality systems.
  - Provide an assessment and approval service for all forms of subdivision – including Torrens Title, Community Title and Strata Title.
  - Determine infrastructure contributions applicable to development applications, occupancy certificates, construction certificates and complying development certificates and manages related enquiries.
  - Provide planning advice and information to external and internal clients incorporating various modes of communication.
  - Provide training and procedural advice to other staff.
  - Provide a supervisory, mentoring and training role to other planning staff, including town planner(s) and trainee town planner(s).
  - Provide an assessment service and advice in relation to environmental impact studies.
  - Provide an advisory service to all clientele in relation to LEPs, DCPs and Council policies.
  - Liaise and assist where required Council's Strategic Planning Team in the preparation of LEPs, DCPs and the like.
  - Assist other Planning Officers in the preparation of codes and policies in relation to development control.
  - Prepare reports on specific planning matters as and when required.
  - Participate on project working groups on various Council projects.
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# Senior Town Planner

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- Perform other tasks or duties as directed by the Supervisor which are within the limits of the employee's skill, competence and training.
  - Observe requirements of the WHS Legislation, relevant to the job and adhere to AlburyCity Policies and Procedures regarding WHS.
  - Observe appropriate AlburyCity Policies and Procedures regarding day to day operations including Equal Employment Opportunity policies, AlburyCity's Dress Code and Standards Policy and AlburyCity's Code of Conduct.

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## KEY RELATIONSHIPS

### Internal

- Our People

### External

- Our Community
- Developers
- State Government Departments
- Community Organisations
- Industry Professionals



# Senior Town Planner

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## EMPLOYMENT CONDITIONS

- Based on a 35 hour week, with actual days and times being Monday to Friday, 08:30 am to 5:00pm, with an RDO in accordance with AlburyCity's RDO guidelines
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical declaration will be required to be completed prior to commencement.
- This position has been assessed as Category D under AlburyCity's Dress Code. Category D is defined as full corporate style clothing. Uniforms for professional staff are not compulsory however uniform items can be accessed through the AlburyCity Uniform Rebate Scheme.
- This position requires the employee to lodge an annual Pecuniary Interest Return.
- This position is subject to alcohol and other drug testing.
- A fully maintained vehicle is available with access to private use under AlburyCity's Leaseback Program.
- This position is located at the AlburyCity Administration Building, 553 Kiewa Street, Albury with occasional visits to external sites/depots as required.



# Key Selection Criteria

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**ESSENTIAL CRITERIA**

- Degree/Diploma in Town Planning, or a related discipline and/or extensive demonstrated Local Government experience
- Class C (standard) Driver's Licence (compulsory to have and maintain)
- Construction Induction Card

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**DESIRABLE CRITERIA**

- Eligible for membership of the Planning Institute of Australia
- Minimum of 5 - 10 years experience in statutory planning

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**EXPERIENCE**

- Relevant experience within Local Government and/or related planning authority

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**SPECIALIST KNOWLEDGE AND SKILLS**

- A high level of demonstrated competency and specialist knowledge is required in the following areas:
  - Environmental Planning & Assessment Act and its operation in relation to regulatory planning
  - Local Government Act 1993 and its operation in relation to approvals
  - Acts, regulations and other instruments related to the EP&A Act
  - Various principles, Standards and Codes of Practice applicable to development including:-
    - Development assessment
    - Development control
    - Environmental/planning legislation
    - Principles of town planning and subdivision/land management, zoning/
- Well developed computer skills, including MS-Outlook, MS-Word, MS-Excel and electronic document management skills

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**SERVICE LEADER  
CITY DEVELOPMENT**

\_\_\_\_\_ **DATE:**

## Advanced Core



### Personal Attributes

#### Capability Groups

Values & Inclusion.	Resilience, Adaptability & Embracing Business Improvement	Managing Self	Accountability & Responsibility
<p>I model ethical behaviour and reinforce this in others.</p> <p>I represent the organisation in an honest, ethical, and professional way and set an example for others to follow.</p> <p>I uphold and promote integrity, courage, and professionalism inside and outside the organisation.</p> <p>I monitor ethical practices, standards and systems and reinforce their use.</p> <p>I proactively consult and address ethical and people issues before they magnify.</p> <p>I seek to recognise and understand peoples' differences and advocate inclusivity.</p>	<p>I am flexible and readily adjust my own style and approach to suit the situation and person.</p> <p>I adapt quickly to business improvement and can comfortably handle risk and uncertainty.</p> <p>I give frank, honest advice, even in the face of strong contrary views.</p> <p>I accept constructive criticism and feedback and respond in a thoughtful and considered way.</p> <p>I welcome challenges and persist in raising and working through difficult issues.</p> <p>I show composure and decisiveness in dealing with difficult and controversial issues.</p>	<p>I am motivated to benefit AlburyCity and our community.</p> <p>I initiate and balance activity on individual and team projects, issues, and opportunities, whilst managing competing priorities and time.</p> <p>I seek and accept challenging assignments and growth opportunities.</p> <p>I proactively seek opportunities for growth for myself and others.</p> <p>I am open to, and actively seek feedback from all levels to enhance my development.</p> <p>I translate constructive feedback into an opportunity to self-reflect improve.</p>	<p>I am prepared to make decisions involving tough choices and weighing of risks.</p> <p>I oversee risk management, addressing situations before they become crises and identify measures to avoid recurrence.</p> <p>I take responsibility for outcomes, including mistakes and failures.</p> <p>I encourage others to take responsibility for addressing and resolving challenging situations.</p> <p>I create a culture where people feel empowered to make and own decisions within their delegations of authority.</p> <p>I ensure governance systems are followed to mitigate and manage risk.</p>



### Relationships

#### Capability Groups

Customer Service	Communicate & Engage	Team Centred	Influence & Negotiate
<p>I demonstrate and encourage a thorough understanding of the interests, needs and diversity of our community.</p> <p>I promote a culture of quality customer service, and make improvements to systems, processes, and practices to improve service delivery.</p> <p>I initiate and develop partnerships with customers and the community to define and evaluate service outcomes.</p> <p>I ensure that the customer is central to business process design.</p> <p>I demonstrate the ability to negotiate with customers.</p>	<p>I present with confidence and engage diverse audiences.</p> <p>I translate complex information succinctly for diverse audiences.</p> <p>I create opportunities for others to contribute to discussion and debate.</p> <p>I demonstrate active listening skills using techniques that contribute to a deeper understanding.</p> <p>I am attuned to the needs of diverse audiences and adjust my style and approach flexibly.</p> <p>I am highly confident using a broad range of communication channels and apply the appropriate communication etiquette to maintain impact of message.</p>	<p>I promote a positive culture of respect and understanding across AlburyCity.</p> <p>I facilitate collaboration across teams and clusters and recognise the outcomes resulting from effective cross collaboration.</p> <p>I foster a team-centred culture, promoting cooperation and overcoming barriers to collaboration within the team and across AlburyCity.</p> <p>I facilitate opportunities to develop joint solutions with stakeholders across the region and sector.</p> <p>I am credible, modelling inclusivity, and respect for diverse people, experiences, and backgrounds.</p> <p>I address non-inclusive behaviour, practices and attitudes within AlburyCity.</p>	<p>I build and maintain professional relationships inside and outside AlburyCity.</p> <p>I use emotional intelligence appropriately to enhance professional relationships and interactions.</p> <p>I make a strong personal impression and influence others with a fair and considered approach and sound arguments.</p> <p>I encourage others to share and debate ideas and actively seek to understand different viewpoints.</p> <p>I pre-empt and minimise conflict by working towards mutually beneficial outcomes.</p> <p>I can negotiate with emotional reasoning and maneuver through political situations with an awareness of self and others.</p>



## Results

### Capability Groups

Deliver Results	Plan & Prioritise	Use Initiative & Problem Solve	Create & Innovate
<p>I set high standards and challenging goals for myself and others.</p> <p>I delegate responsibility appropriately and provide support and follow up.</p> <p>I give team members appropriate flexibility to decide how to get the job done.</p> <p>I define what success looks like in measurable terms and am transparent in reporting outputs and outcomes.</p> <p>I use my own professional knowledge and expertise of others to drive results.</p> <p>I implement and oversee quality assurance practices.</p>	<p>I ensure business plans and priorities are in line with organisational objectives.</p> <p>I use historical and emerging knowledge to inform business plans and mitigate risks.</p> <p>I anticipate and assess shifts in the environment and ensure contingency plans are in place.</p> <p>I ensure that program risks are managed, and strategies are in place to respond to variance.</p> <p>I implement systems for monitoring and evaluating effective program and project management.</p>	<p>I identify potential issues before they become significant.</p> <p>I can draw on wide-ranging skills and experiences when facing new challenges.</p> <p>I think critically and broadly about the root of problems before focusing on the problem definition and solutions.</p> <p>I can discuss issues from different angles and project impacts into the future.</p> <p>I consider the broader context when critically analysing information and weighing recommendations to implement the optimal solution.</p> <p>I involve diverse perspectives in testing thinking and solutions.</p>	<p>I positively encourage independent thinking and new ideas from others.</p> <p>I draw on developments and trends in the industry and beyond to develop solutions.</p> <p>I develop innovative solutions with long standing impact.</p> <p>I explore creative alternatives to improve management systems, processes, and practices.</p> <p>I contribute my own knowledge and experience to staff training and development.</p> <p>I am open to new ideas from all levels and support experimentation and implementation to test, design and innovate solutions.</p>



## Service Delivery Enablers

### Capability Groups

Assets & Tools	Finance, Projects & Procurement	Technology & Information	Live Well Work Well & Our Environment
<p>I ensure myself and others follow structured procedures, processes and policies when using council and community tools and assets.</p> <p>I consider council and community assets in the design and delivery of services.</p> <p>I facilitate and monitor appropriate deployment and use of assets and tools in line with community priorities.</p> <p>I develop, implement, and monitor compliance with asset management and maintenance procedures, processes, and policies.</p>	<p>I ensure the design scope and/or delivery of goods and services is within budget.</p> <p>I model the highest standards of financial probity, demonstrating transparency, respect for public funds and other resources.</p> <p>I seek and apply specialist financial project management and procurement advice and evaluate strategic business cases to inform financial, project and procurement decisions.</p> <p>I ensure that AlburyCity policy and frameworks on projects, procurement and contract management is transparent and implemented.</p> <p>I ensure that others understand their obligations to manage and mitigate financial, project and procurement risks.</p> <p>I implement effective governance arrangements to monitor provider, supplier, and contractor performance, and represent AlburyCity in resolving disputes.</p>	<p>I maintain currency in my technology acumen, actively learning new or alternative technology applications, devices, and systems.</p> <p>I develop and implement appropriate systems and controls to ensure compliance with technology, information and communications security, confidentiality, and acceptable use policies.</p> <p>I seek advice from technical experts on leveraging technology to achieve outcomes and ensure others are appropriately trained and supported in implementation and use.</p> <p>I critically assess and openly consider business cases to introduce new technologies.</p> <p>I stay up to date with emerging technologies and consider how they might be applied in AlburyCity.</p>	<p>I continually strive for a zero-harm work environment for Our People.</p> <p>I oversee the implementation of safe work practices and enterprise risk management frameworks.</p> <p>I am vigilant to my own, and others physical and mental wellbeing, and promote engagement in support initiatives.</p> <p>I continuously review our systems and processes seeking ways to improve workplace health, safety, and wellbeing.</p> <p>I make observations and proactively respond to situations that put Our People's health and/or wellbeing at risk.</p> <p>I conduct operations in compliance with the principles of ecological sustainability and continually strive to improve our environmental performance.</p>