



## Senior Town Planner

- **\$1055.00 - \$1221.50 per week + super**
- **Leaseback vehicle**
- **Nine day fortnight**
- **Relocation assistance**
- **Access to ongoing training and development**

Situated on the mid north coast of NSW just south of Coffs Harbour, the Nambucca Valley proudly boasts an idyllic natural environment with unspoilt beaches and waterways and stunning hinterland.

In this position, you will assess applications and undertake a range of development control functions.

To find out more, go to our website [www.nambucca.nsw.gov.au](http://www.nambucca.nsw.gov.au) or contact our Council's Manager Planning and Assessment, Arthur Tsembis on (02) 6568 0260.

Applications close: **Wednesday 25 August 2010.**

**[www.nambucca.nsw.gov.au](http://www.nambucca.nsw.gov.au)**



## Position Description

<b>Position:</b>	Senior Town Planner
<b>Department:</b>	Environment and Planning
<b>Section:</b>	Planning and Assessment
<b>Classification:</b>	Band 3 Level 2 Grade 13
<b>Position Reports To:</b>	Manager Planning and Assessment
<b>Staff Management:</b>	Responsible for own work only
<b>Budget Responsibility:</b>	No
<b>Date of review:</b>	27 July 2010

### 1 PURPOSE OF THE POSITION

- To undertake all statutory town planning functions and ensure compliance with Council's responsibilities under the Environmental Planning and Assessment Act, 1979 and associated Acts.
- To provide a high quality town planning service to Council and the community.

### 2 SELECTION CRITERIA

#### Essential

- Tertiary qualifications in Town Planning or related discipline
- Demonstrated practical experience in statutory town planning activities relevant to local government.
- Demonstrated organisational skills
- A high level of interpersonal skill, including the ability to communicate effectively (both verbally and written) to all levels of a multi-disciplined organisation and a diverse community
- Ability to contribute to and initiate environmental policy and management
- A demonstrated knowledge of the Environmental Planning and Assessment Act 1979, including comprehensive experience in assessment, processing and reporting of a wide variety of development proposals.
- Class C drivers licence
- A commitment to Occupational Health and Safety, customer service, teamwork and workplace equity and diversity

## **Desirable**

- Ability to use a computerised application registration system
- Knowledge of Land and Environment Court proceedings and experience in preparing instructions/briefs for solicitors and counsel
- Experience in the preparation of Section 94 Plans, Local Environmental Plans and other strategic planning documents
- Demonstrated PC skills
- Experience in Strategic Town Planning activities/functions within Local Government

## **3 KEY OPERATIONAL RESPONSIBILITIES**

### **3.1 Development Assessment**

- Prepare development application reports for referral to Council or determination under 'Delegation of Authority'.
- Liaise with Council's technical staff in relation to development applications
- Assess impact of development on the community
- Appraise development potential of land
- Negotiate satisfactory planning outcomes with applicants on development proposals in accordance with Council's procedures and policies

### **3.2 Development Control**

- Assess and interpret Local Environmental Plans, Development Control Plans, Environmental Impact Statements, Statement of Environmental Effects, and any other relevant studies and reports such as Species Impact Statement; Traffic Study, etc.
- Undertake environmental assessment under Part 5 of the Act
- Contribute to the preparation of Section 94 Contribution Plans, LEP's and DCP's
- Monitor compliance in relation to development conditions and initiate action in respect of any breaches of development consent.

### **3.3 Professional Advice**

- Provide specialist advice to other staff and members of the public/customers
- Provide advice on environmental policy and management
- Provide advice to and develop policies for Council and the Planning section
- Reply to property enquiries and other town planning related correspondence
- Prepare and/or review Section 149 planning certificates
- Liaise and negotiate with Government Departments
- Attend Committee meetings where requested by the Manager or Director
- Attend Council meetings if required by the Manager and/or Director
- Participate in public interviews, enquiries and negotiations in respect of town planning matters
- Act as an expert witness in Court
- Represent the Department as required on Council's Development Advisory Unit

### **3.4 Other Duties**

Other duties may be allocated by the Manager Planning and Assessment. These will be in accordance with the employee's range of skills, competence, training and/or experience or be part of a training/development plan.

#### 4 OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

##### **Responsibilities**

Ensure all work is performed in accordance with Council's OHS Policy, procedures and legislation

Take reasonable care for their own health and safety as well as that of others

Demonstrate understanding of the OHS requirements associated with the position

Report all identified hazards, accidents/incidents and near-misses to the manager/supervisor

Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.

Knowledge of OHS and related legislation within scope of position description.

##### **Performance Measures**

- Compliance with Council policies and procedures.
- Knowledge and use of SWMS and standard operating procedures.
- Use of SWMS and standard operating procedures
- Training records
- Hazard identification reports
- Workplace inspection reports
- PPE records
- Knowledge and use of standard operating procedures.
- Attendance at training

## **5 OTHER KEY CORPORATE RESPONSIBILITIES**

### **5.1 Council's Policies and Procedures**

Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

### **5.2 Customer Service**

Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

### **5.3 Equal Employment Opportunity**

Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.

### **5.4 Ethical Conduct**

Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

### **5.5 Environmental Protection**

Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.

### **5.6 Statutory Obligations**

Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

### **5.7 Teamwork**

Support and promote teamwork through co-operation and communication.

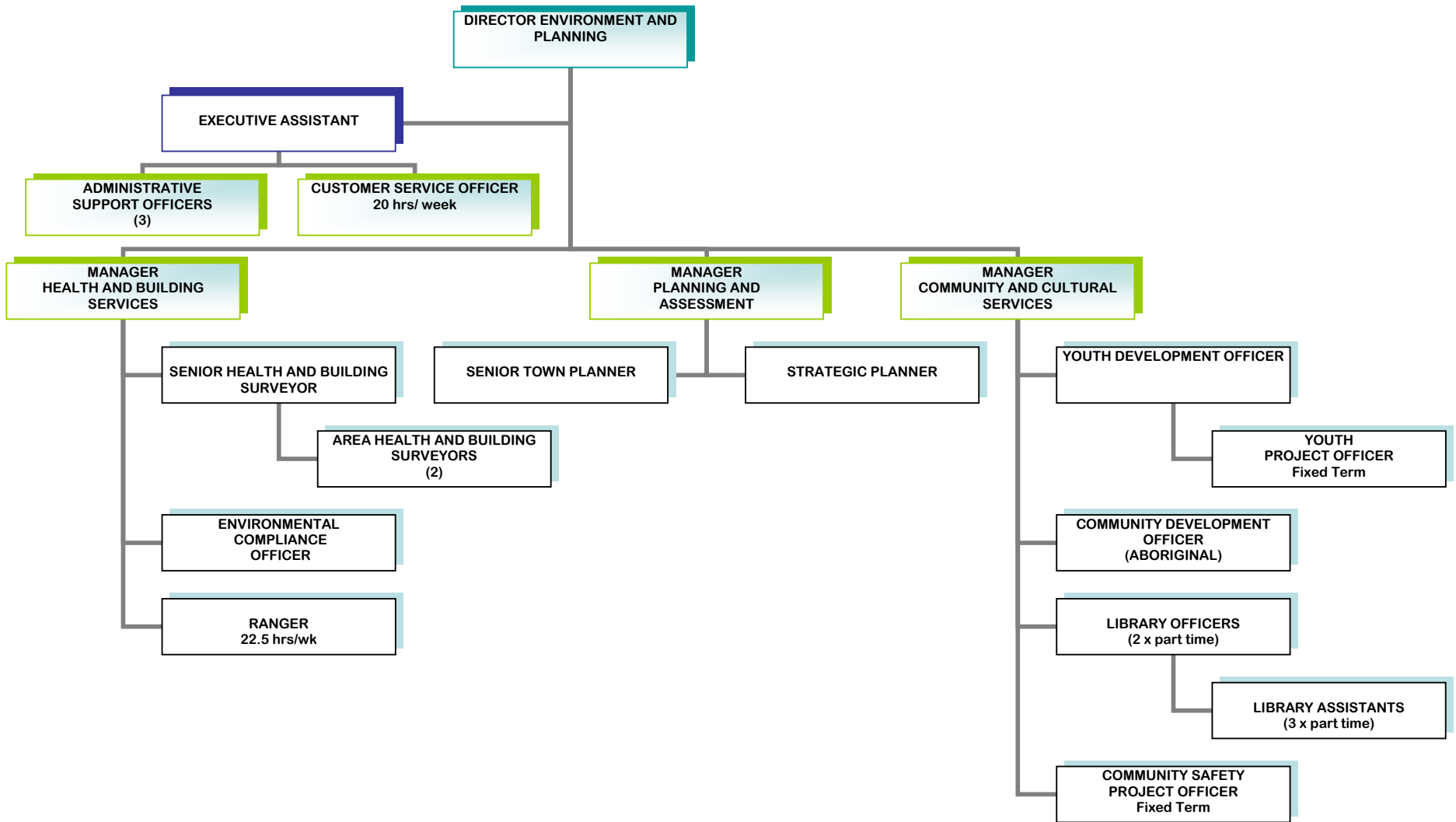
### **5.8 Records Management**

Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and best business practices.

## **6 OUTPUT MEASURES**

- Preparation of succinct and accurate reports
- Maintain a good corporate image of the Department as innovative and efficient in relation to strategic and development control planning
- Projects completed on time and within budget
- Issue accurate Section 149 planning certificates
- Efficient use of time to process development applications
- Timely response and appropriate action to any complaints regarding illegal land uses, non-compliance of development approval, and any other town planning related matter.

## Environment and Planning Department





## **GUIDELINES FOR APPLICANTS**

Thank you for your interest in working with Nambucca Shire Council. Council is an equal opportunity employer and uses merit-based selection techniques. Please read these guidelines carefully as they are designed to help you understand Council's selection process and to put forward your best case for appointment.

### **Collecting information about the position**

Once you have found a vacancy that you would like to apply for, you should collect as much information about the position as you can.

Seek an information package, either through the nominated inquiries officer or from Council's website [www.nambucca.nsw.gov.au](http://www.nambucca.nsw.gov.au). Included in the information package is a copy of the position description which provides comprehensive information about the position, including duties and responsibilities. The position description also contains the essential and desirable selection criteria ie the knowledge, skills and experience required to do the job. It is the selection criteria that form the basis for making a merit-based selection decision.

If you require additional information about the position, you may speak to the contact person named in the advertisement.

### **Your application**

When you apply for a position with Council, the key to gaining an interview is your written application. A good application shows why you are the best person for the position and how your knowledge, skills and experience match the selection criteria. It contains:

- a brief covering letter (optional)
- your statement addressing the selection criteria
- your resume
- a completed Application for Employment form

### **Statement addressing the selection criteria**

Short listing (or selection for interview) is based on how well your skills, knowledge and experience meet the selection criteria. Therefore you must include a statement addressing the selection criteria in your application. If not, you are unlikely to get an interview.

Make a separate heading for each selection criterion and for each one, describe your knowledge, skills and experience and how they relate to the job. One way to do this is by providing relevant examples of the work you have completed in your previous and current employment. For example, it is not sufficient just to state, "I have strong project management skills." Ideally you should give a description of the projects you have managed, what you did on those projects, and what was achieved. This will enable the selection panel when assessing your application to develop a good understanding of your capabilities. You should also emphasise your major achievements as well as any transferable knowledge and skills that may have been gained outside of paid employment.

## **Your resume**

Prepare a resume (or curriculum vitae) which is clear, concise, up-to-date and includes:

- personal details
- education and training
- employment history (name of organisation, period of employment, job title, major duties and responsibilities, main achievements)
- skills/experience gained outside of paid work
- contact details for two referees

## **The application form**

An Application for Employment form will be in the information package. Complete this form and enclose it with your application.

## **Lodgement of your application**

- Email your application to [council@nambucca.nsw.gov.au](mailto:council@nambucca.nsw.gov.au) in MS Word or PDF format by 12 midnight on the closing date.
- Applicants submitted past the closing date are not accepted unless prior approval has been granted.

## **Interview and selection**

### **Reviewing Applications and Preparing a Shortlist**

The first step in the selection process is to review all received applications and prepare a shortlist.

Applications are assessed against the essential and/or desirable selection criteria found in the position description. Applicants who best meet the selection criteria will be short-listed and contacted for an interview. Those who do not meet the selection criteria or who are not competitive with other applicants (due to lesser experience or qualifications) will not be short-listed for an interview and will be notified in writing as soon as practicable.

### **The Interview and Other Work Tests**

Relevant members of Council staff will conduct the interview. Interviews are conducted in a structured manner and questions based on the selection criteria.

Applicants will be asked to give examples of how they have performed in situations similar to those they will face in the job. The interview allows the selection panel to create a clear picture of an applicant's past knowledge, skills and experience as they relate to the functions and responsibilities of the job. The selection panel may use a number of methods in addition to the interview to assess the applicant's ability to perform the job. For example, applicants may also need to demonstrate competency on an item of plant or complete a problem-solving exercise.

It is a good idea to prepare for your interview. Some handy tips include:

- Think about the types of questions you might be asked at an interview and practice your answers out loud;
- Think about your strong points and major achievements;
- Think about how your knowledge, skills and experience relate to the requirements of this job



During the interview it is a good idea to:

- take your time – think about your answer;
- ask for clarification if you don't understand any of the questions;
- give relevant and complete information;
- describe what you were responsible for and what you achieved;
- talk with confidence and in a positive manner
- give specific examples of your past work to support your answer
- avoid exaggerating

Council will endeavour to meet any special requirements you may have to enable you to attend the interview, such as building access or communication assistance. Please inform the Human Resources Officer of any requirements at the time you are invited to attend an interview. Nambucca Shire Council does not reimburse interview expenses.

### **Working with Children Check**

Council has a number of positions that have been identified as child-related employment in accordance with the NSW Child Protection (Prohibited Employment) Act. It is an offence for a person convicted of a serious sex offence to apply for these positions.

Short-listed applicants for child-related positions will be required to give consent for a Working with Children Check to be undertaken. Employment is conditional on a satisfactory screening.

### **Reference Checks**

After the interviews have taken place, Council will contact the nominated referees of the preferred applicant(s). It is important that the referees you nominate can support the information you provided in relation to your work behaviour and performance and are aware that they may be contacted.

### **Pre-employment medical examination**

In the interest of providing a safe and healthy workplace, our recruitment and selection process includes a pre-employment medical examination. The medical will take place at one of Council's chosen providers and will be conducted at Council's expense.

### **Notification**

If your application is successful, you will be telephoned and offered the position. A written offer including conditions of employment will then be forwarded by mail.

After an offer of employment has been made and accepted, all other applicants will be notified of the outcome by letter. This process is normally completed within two weeks of interviews being conducted.



## **APPLICATION FOR EMPLOYMENT**

Equal Opportunity in Employment and Appointment on Merit are Council Policy

**VACANCY NO:** PV7/2010  
**POSITION APPLIED FOR:** Senior Town Planner

### **PERSONAL DETAILS**

Surname: \_\_\_\_\_ Ms/Mrs/Miss/Mr  
Given Names: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Contact Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_  
Mobile \_\_\_\_\_ Email \_\_\_\_\_

### **ADDITIONAL INFORMATION**

Please indicate the basis on which you are eligible to work in Australia.

- Australian Citizen
- Permanent Resident
- On a Working Visa

Have you any known condition which the Council will need to accommodate either for interview or for you to perform the duties of the position for which you have applied? Yes/No

If so, please give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where did you see this position advertised? \_\_\_\_\_

## **SELECTION CRITERIA**

The position for which you have applied requires certain skills, knowledge and experience considered essential and desirable in performing the duties of the position. This selection criteria is listed in the position description and will be used to assess your application.

In addition to completing this application form, please list each of the selection criteria and state how your experience, skills, qualifications and knowledge enable you to meet them, so that the selection committee can form an accurate opinion of your eligibility for the position.

## **DECLARATION**

I declare that all the information supplied in this application and any attached or presented documents are true and correct. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Nambucca Shire Council subsequently terminated.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **APPLICATION CHECKLIST**

Your application must include:

- this completed application form;
- a copy of your full resume or curriculum vitae; and
- your statement addressing the selection criteria.

Please email your application to [council@nambucca.nsw.gov.au](mailto:council@nambucca.nsw.gov.au) in MS Word or PDF format by 12 midnight on **Wednesday 25 August 2010**.

**Thank you for your interest in applying for this position**