

POSITION DESCRIPTION

Student Planner
(Multiple Positions)

Directorate:	Planning and Growth	Department:	Development Assessment		
Position Grade:	T4	Reports to:	Team Leader Development Assessment		
Last review:	January 2016	Next review:	January 2018	Version No.:	3.0

Position purpose:

To provide effective and efficient planning advice in accordance with Council's development assessment responsibilities and to assess and report on development applications.

Key accountabilities/responsibilities:

Responsible for:

- 1) Providing effective planning advice to Council customers and the community regarding development proposals, land use planning controls, planning legislation and Council policy and procedures.
- 2) Assessment and reporting on development applications and assisting in pre-development application meetings with the development industry and the community.
- 3) Undertaking other tasks as directed by the Director, Manager and/or Team Leader.

Decisions made in the position:

- 1) Processing of development applications in consultation with the Team Leader

Decisions referred:

- 1) Recommendations in the reporting of development applications.
- 2) Determination of all applications

Key issues/challenges:

- 1) Providing high level of customer service and presenting a positive image of Council.
- 2) Providing accurate advice to members of staff and the community on development assessment matters.
- 3) Timely and accurate assessment and reporting of development applications in accordance with Council's policies and procedures.
- 4) Prioritising work / competing priorities

Key working relationships:

- Staff within the team and staff in other departments
- Team Leader Development Assessment
- Coordinator and Manager Development Assessment
- Director Planning and Growth

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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Be currently undertaking a tertiary course in Town Planning, Environmental Planning, Urban and Regional Planning or a related field (at least two full years of study completed)
- Current Class C Drivers Licence

Experience

- Experience in dealing directly with a range of customers and providing quality customer service
- Experience and ability to work in a team environment
- Demonstrated experience in report writing

Knowledge and Skills

- Understanding of planning issues and challenges affecting Liverpool
- Excellent written and verbal communication skills
- Ability to critically analyse planning reports and proposals with a high attention to detail
- Excellent computer skills with the ability to use Microsoft applications
- Effective time management skills
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Ability to interpret planning legislation and Council's policies and procedures
- Local Government Planning knowledge
- Ability to problem solve

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous