

1. **Title:** **Principal Planner**
2. **Department:** **Planning Services**
3. **Key Objectives:**

3.1 Objectives of the Position

-) To lead the Town's Planning Services team, including supervision and coordination of the operational activities of the Planning Services branch and its staff members.
-) Provide Council with comprehensive advice on strategic planning, development control and other regulatory matters including:
 - Preservation of the Town's built and natural heritage.
 - Improvement of the Town's residential, business and beachfront precincts.
 - Promotion of a sustainable coastal and urban environment.
 - Compliance with statutory requirements for the health, safety and well-being of inhabitants.
 - Regional planning and other strategic or regulatory issues, trends or proposals.
-) To manage all allocated strategic planning projects, Local Planning Scheme amendments and rezonings.
-) To support the Chief Executive Officer and the Planning team with strategic planning projects and the development of future planning in the Town of Cottesloe.
-) To provide a range of customers internal and external with sound town planning information, advice and guidance.
-) Ensure Council policy and decisions are implemented efficiently and effectively.

3.2 Objectives Within Section

-) Plan for, lead, organise and manage staff resources.
-) Coordinate service deliver, workload and training activities
-) Provide experienced and quality support to the Chief Executive Officer, Elected Members of Council and the Planning Services team on all strategic planning matters.

POSITION DESCRIPTION – PRINCIPAL PLANNER

- J Provide effective leadership to administer the Town Planning Scheme and other planning controls in accordance with Council delegations.
- J Provide specialist input and ensure timely processing of all applications for development within the Town in accordance with the provisions of the Council's Town Planning Scheme and Planning Policies and State Government directives.
- J To work with limited supervision to achieve accuracy, timeliness, productivity and appropriate outcomes.
- J To contribute to process improvements.
- J To assist with the assessment of development applications, as directed.

3.3 Objectives Within Organisation

- J Add value to executive and Council decisions and contribute constructively to corporate objectives.
- J To liaise with the Chief Executive Officer, the public, public authorities, contractors and consultants when required.
- J Interact collaboratively and creatively with the CEO, Council, colleagues, community and other stakeholders towards the achievement of agreed goals.
- J Operate Council policy and implement decisions including initiating action plans, programmes and procedures in a timely manner.
- J Foster staff motivation and morale for a happy, healthy and safe workplace.
- J To liaise efficiently and effectively with other staff and sections.

4. Selection Criteria

4.1 Essential

- J BA (Urban & Regional Studies) or equivalent as a minimum.
- J Minimum seven years complex town planning and urban design experience, including policy formulation and implementation, rezonings and Local Planning Schemes.
- J Demonstrated project management and technical assessment skills, including the ability to undertake research and write complex reports.
- J Exceptional written and verbal communication skills, high level report writing skills and practical experience in addressing and presenting to Council.
- J Detailed knowledge of the WA planning system and town planning principles, and a working knowledge of legislation and practices at State and Local Government levels.
- J Sound knowledge of Local Government operations, including community consultation and engagement.
- J Highly developed interpersonal, conflict resolution and facilitation skills, including the ability to communicate with and motivate a wide range of people and groups both inside and outside the organisation.
- J Ability to exercise initiative and respond appropriately when required and in particular, handling confidential and sensitive matters in a suitable manner.

POSITION DESCRIPTION – PRINCIPAL PLANNER

-)] Well developed analytical and problem solving skills with the ability to exercise good judgement when required.
-)] Current Class 'C' driver's licence.
-)] High level computer literacy and advanced technical competencies.

4.2 Desirable

-)] Minimum two years experience leading a team of staff in a supervisory or management role.
-)] Knowledge of various town planning tools and software including but not limited to Adobe Creative Suite and experience in GIS mapping.
-)] Experience in coastal planning.
-)] Familiarity with and appreciation of urban design and heritage.
-)] Working knowledge of statutory planning.

5. Key Responsibilities

5.1 Staff Management

-)] Oversee and coordinate the work carried out by Planning Services staff.
-)] Provide leadership and foster responsibility, accountability and initiative in staff; involving delegation, coaching and mentoring.
-)] Plan, organise and manage staff resources for productivity, performance, continuous improvement and job-satisfaction.
-)] Inform and consult staff and conduct team meetings as appropriate.
-)] Conduct annual performance reviews for all team members, and identify training and professional development needs as required.

5.2 Executive Support

-)] Provide executive support to all Committees and Working Groups falling under Planning Services delegation, Council and special meetings as required
-)] Attend all meetings of Council and provide briefings to Councillors and Executive Management on any Council reports or items for discussion.
-)] Ensure that reports submitted to Council are well-researched, thorough, correct, clear, concise and decisive.
-)] Represent the Town in meetings, including public meetings, forums, appeals, council briefings, and court or tribunal meetings as necessary.
-)] Provide ongoing technical advice and guidance to the CEO, Council and all staff.

5.3 Financial Management

- Coordinate the preparation and management of annual and project budgets.

5.4 Strategic Planning

-)] Administer the current Local Planning Scheme and any amendments.
-)] Manage and develop strategic development projects in accordance with the Town's policies and procedures and within budget.
-)] Process all strategic planning matters, including applications for scheme amendments, and advise Council on the suitability of proposals in relation to the relevant controls; including consultation and liaison with relevant parties.

POSITION DESCRIPTION – PRINCIPAL PLANNER

-) Provide expert and professional advice to staff, Council and external stakeholders for all planning and development matters affecting the Town.
-) Assess and report on strategic planning proposals including town planning scheme amendments, local development plans, master plans, appeals and compliance.
-) Undertake planning research, policy (including local law) preparation or reviews and project work as directed.
-) Reply to correspondence and perform administrative and miscellaneous tasks as required.
-) Ensure that all statutory obligations and requirements are satisfied.
-) Ensure that Council is advised of legislative/regulatory or procedural changes and kept abreast of important community matters.
-) Participate in professional training and development opportunities.

6. Organisational Relationships

6.1 Responsible to:

Chief Executive Officer

6.2 Responsible for:

Coordinator Statutory Planning

Planning Officer

Executive Officer (*shared position with the Office of the CEO*)

6.3 Internal and External Liaison:

Internal: Chief Executive Officer

Deputy Chief Executive Officer

Mayor and Elected Members of Council

Employees of the Town across all Departments

External: Residents and the General Public

Community and business groups and organizations

Government instrumentalities

Other Local Governments

Media Representatives (as directed)

Contractors of the Town and External Service Providers

7. Extent of Authority

This position operates under limited direction from the Chief Executive Officer within the framework of statutory regulation, Council policy and professional practice.

8. Appointment Conditions

-) *Local Government Industry (WA) Award 2010*; and
-) Town of Cottesloe Enterprise Bargaining Agreement 2019.
-) Obtainment of a Federal Police Clearance and pre-employment medical check.
-) After hours availability.

POSITION DESCRIPTION – PRINCIPAL PLANNER

Prepared by: Coordinator Human Resources

Supervisor: Chief Executive Officer

Date prepared: 27 February 2020

Document last reviewed: 27 February 2020

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Deputy Chief Executive Officer

Signed: _____ Date: _____
Chief Executive Officer