

Position Description

Position Title: Team Leader Planning Administration	
Position Number	240
Group	City Planning
Reports To Position Title	Manager Statutory Planning
Number of <u>direct</u> reports	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> 1-3 <input type="checkbox"/> 4-6 <input type="checkbox"/> 7-9 <input type="checkbox"/> More than 10
Pay Point Range or classification	19-23
Approved:	26 th August 2025

About the Group

The City Planning Group leads the delivery of Council’s planning services, with a focus on customer support, proactive advice, and high-quality development outcomes. This includes managing statutory planning applications, guiding responsible land use and development, and shaping long-term strategic planning across the Clarence region.

About the Team Leader Role

The Team Leader Planning Administration leads the planning administration team and helps them do their best work. This includes setting clear goals, managing workloads, and making sure the team has the support and tools they need. The Team Leader helps team members grow by providing feedback, recognising good work, and having regular check-ins. They also look for ways to improve how the team works and share ideas with the Manager. A big part of the role is encouraging learning and development, supporting a positive team culture, and being involved in decision-making.

The role also supports Council’s goals by working with the Group Head, Manager, and wider team to deliver key projects and priorities. It involves leading or helping with projects, promoting good communication and teamwork, and taking part in activities across Council. The Team Leader is responsible for managing people, projects, and resources effectively, with a focus on safety, leadership, and budgets, and helping the team contribute to Council’s overall plans.

Duties and Responsibilities

- lead and manage the Planning Administration team including the mentoring and coaching of team members as well and the review and monitoring of performance.
- provide consistent, high-level support and coordination of administrative and planning support services to meet legislative obligations and planning process timelines.
- collaborate with the Manager Statutory Planning and Team Leader Planning Assessment to identify and implement process improvements that enhance planning support, improve customer communication, and deliver an overall better customer experience.
- ensure the team's document management practices are consistent and meet corporate standards and are maintained so that information is accessible and up to date for council to complete their work.
- contribute to the development of educational materials to assist informing our community about planning processes and changes arising from improvement programs.
- develop, review, and update policies, procedures and work instructions that guide the effective delivery of planning administration.
- contribute to and manage planning-related projects to enhance council planning services, ensuring delivery within scope, timeframes and budget.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

Selection Criteria

1. Demonstrated high-level administrative skills including managing processes and rosters as well as production of quality communications with an eye for detail.
2. Demonstrated successful experience in leading and managing a team through effective leadership, coaching, motivation and achieving the organisation's goals and objectives.
3. Well-developed interpersonal skills, including presentation skills, negotiation skills and the ability to adjust communication and tactics or priorities in response to organisation or audience requirements.
4. Demonstrated experience in building and maintaining effective relationships and to develop practical solutions and recommendations to address the needs of a variety of stakeholders.
5. Both adaptable and resilient, with extensive experience in working through challenges, and able to persist in the face of significant, complex, and novel challenges, using well developed influencing skills to achieve desired outcomes.
6. Strong time management and organisational skills.

7. Well-developed digital literacy skills and the ability to adeptly use technology to facilitate service provision and collaborate with internal and external stakeholders as required.
8. An ability to work in a team environment and autonomously, as required.
9. Suitable qualifications in Business, Leadership, Management or related discipline (**Desirable**).
10. Experience in local government preferably including knowledge of planning legislation and practice (**Desirable**).

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- Delegations or Powers of entries apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is not required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.