

Position Description

Position title:	Planner
Position number:	1031
Group:	City Planning
Reports to position title:	Team Leader Planning Assessment
Number of direct reports:	☒ Nil ☐ 1 - 3 ☐ 4 - 6 ☐ 7 - 9 ☐ 10 +
Range or classification:	Pay point 19 – 23
Approved:	June 2026

About the Group

The City Planning Group has the primary responsibility for managing and leading council's planning services. This includes managing statutory applications, facilitating good standards of development with a proactive approach to assisting customers and developers with planning advice and contributing to effective strategic land use planning and development within the Clarence region.

Duties and Responsibilities

Ensure land use planning, development and development assessment procedures are efficient, timely and cost effective by:

- Providing timely and accurate advice to internal and external customers on routine planning matters and projects, including:
 - Providing preliminary advice on subdivision and use/development applications to developers and the public.
 - Undertaking, investigating, and responding to preliminary assessment requests and draft correspondence, as required.

- Calculating fees and accepting applications for development permits, subdivision permits, planning scheme amendments, strata schemes, in accordance with statutory requirements and council procedures.
- Assessing routine planning applications, subdivision and strata schemes within statutory and council policy requirements including the obligations to contact applicants for clarification or further information.
- Undertaking site visits on allocated matters, identifying, and reporting any matters of note to the appropriate officer.
- Providing advice and guidance to planning enforcement as required.
- Working closely with officers from other teams within council, and external stakeholders (where necessary) to ensure that relevant and timely contributions are made to the assessment of the applications, to ensure a whole of council perspective is considered.
- Contributing to draft amendments to the Local Provision Schedule where necessary.
- Attending, observing, or representing council at the Tasmanian Civil and Administrative Tribunal, Tasmanian Planning Commission or other forum, as determined by the Team Leader Planning Assessment based on risk, complexity and skills and experience required of the position. Planning matters are referred as a matter of priority to the Manager City Planning for action.
- Contributing to projects that enhance council planning services.
- Ensuring relevant correspondence, applications, complaints, and other requests are dealt with in accordance with agreed policies and statutory requirements in a courteous, timely and professional manner.
- Providing support to other Group members and other groups (including responding to customer enquiries of a general nature or for enquiries of a specialist nature, by obtaining the assistance of a relevant officer).
- Providing direct support to other staff as required, including assisting with enquiries of a specialist nature and providing relief duties in the absence of other group members.
- Contributing to continuous improvement by reviewing internal systems, policies and procedures and recommending, developing and implementing agreed actions as required.
- Actively participating in decision making and assisting in the facilitation of a positive, supportive culture.

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. Suitable tertiary qualification in planning or associated field, or satisfactory progress towards such a qualification. **(Essential)**
2. Demonstrated knowledge of legislation and policy relevant to development processes. **(Essential)**
3. Demonstrated knowledge of contemporary building and planning issues and principles. **(Essential)**
4. Well-developed interpersonal skills, including presentation skills, negotiation skills and the ability to adjust communication and priorities in response to organisation or audience requirements.
5. Demonstrated experience in building and maintaining effective relationships and to develop practical solutions and recommendations to address the needs of stakeholders.
6. Adaptable and resilient, with experience in working through challenges, and able to persist in the face of challenges, using a variety of skills to achieve desired outcomes.
7. Well-developed digital literacy skills and the ability to adeptly use technology to provide an efficient and accurate service provision and collaborate with internal and external stakeholders as required.
8. High attention to detail and the ability to work with tight deadlines.
9. An ability to work in a team environment and autonomously.
10. Relevant statutory planning experience, including some experience in Local Government. (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/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.