



MOUNT BARKER
DISTRICT COUNCIL

Position Description

Principal Planner (Major Development)

About the Position

Job Title:	PRINCIPAL PLANNER (MAJOR DEVELOPMENT)
Workplace Agreement:	Mount Barker District Council Inside Staff Enterprise Agreement and Relevant Award
Classification	General Officer Level 7-8 (commensurate to skills, knowledge and experience)
Employment Conditions:	Permanent Full Time
Reports to:	MANAGER CITY DEVELOPMENT
Direct Reports:	NIL, however will support the professional development, mentoring and coaching of other staff
Position Number	

About the Role

Role Purpose:	Mount Barker District Council is experiencing a sustained period of significant growth. The Principal Planner (Major Development) is required to hold a high level of expertise and experience in managing complex Development Applications, navigating developer relationships, legislative compliance and be agile and accountable to support sustainable and effective planning and development and support the Development Assessment team. The Principal Planner (Major Development) is responsible for: • Acting as Council's senior specialist and expert in Development Assessment • The assessment of highly complex and sensitive Development Applications • Contributing to accurate and timely Planning and Design Code updates; • Guiding, supporting and mentoring staff and working across the organisation effectively to ensure a culture of high levels of professionalism, probity, legislative compliance, customer service and efficacy; • Being Council's primary and senior contact point for developers, Government and other stakeholders for all complex and major Development Assessment and planning matters; • Leading the effective development of growth and infrastructure within the Mount Barker District Council; and
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	• Leading negotiated outcomes with all stakeholders and stakeholders' management related to major projects and developments.
Key Responsibilities:	• Act and be accountable as Council's senior specialist technical development assessment expert, handling complex matters, providing high level advice and problem-solving expertise, and leading / mentoring less experienced officers. • Guide, mentor, coach and lead staff and work effectively with stakeholders to develop and support an effective Council brand and reputation. • Administer the Planning, Development and Infrastructure Act 2016 and assess highly complex and sensitive Development Applications under delegated authority in a timely and effective manner and with high-quality outcomes. • Provide high level and expertise and advice relevant to development assessment, planning, and major developments to all stakeholders, internal and external. • Be familiar with, and stay up to date on, advanced planning theory and best practice planning to assist in providing innovative solutions and guidance to the team. • Work under limited supervision and lead in the absence of guidance, to make high quality and justifiable decisions and be an established and trusted resource for the team. • Use highly developed and established negotiation skills to deliver satisfactory outcomes to ensure that such development is undertaken in an orderly and economic manner with consistent and fair outcomes. • Take responsibility for large scale, complex and contentious land use and land division applications, in accordance with relevant legislation. • Take the lead as Council's senior specialist and expert on discussions, negotiations and advice with the development sector and community regarding preliminary proposals and matters under and post assessment. • Prepare well-researched and written reports for the Council Assessment Panel and other decision-making Committees as required. • Provide high level advice and assistance relevant to the position scope to all stakeholders and customers. • Record and compile evidence, brief Council's solicitors and represent Council at the Environment, Resources and Development Court, or other relevant court as required regarding assessment and enforcement matters. • Work in collaboration with the Team Leader Development on the co-ordination of the assessment of Development Applications and provision of information and advice to other departments, Council and citizens. • Exercise all the powers, duties and functions of the Council including the forming of opinions and making decisions (with or without conditions) as required under: - o Planning, Development and Infrastructure Act 2016; - o Section 254 of the Local Government Act 1999; - o Council delegations and policies; and - o land management agreement and/or infrastructure agreements (agreements). • Promote, lead and create a collaborative and supportive team environment and actively participate in and lead City Development team meetings.

	• Identify opportunities, lead and manage the development and review of policies and procedures relating to development assessment. • Lead and actively contribute to projects in accordance with the organisation's project and records management frameworks and guidelines. • Work in conjunction with the Team Leader Development Engineering, Manager Infrastructure and other key external stakeholders to assist in the facilitation, lodgement and assessment of major development applications which may have infrastructure implications. • Provide high quality, accurate and timely advice to various Departments across Council (and the Council Assessment Panel) to assist in the decision-making processes relevant to major developments and planning processes. • Assist the Manager City Development and Team Leader Development to identify, lead and implement the review of decision-making frameworks, work systems, Policy, procedures, guidelines and practices related to major development / high impact development applications. • Distribute development applications as required, and review and endorse the decisions of less experienced Officers. • Assist the Manager City Development and Team Leader Development in generating major project statistics for reporting purposes. • Manage the relationship with Developers and deliver high level customer service to developers and the general public. • Operate in the back-up role of Assessment Manager as required.
General Responsibilities	• To comply with Council's Employee Behaviour and Conduct Policy and all other policies and procedures as varied from time to time. • To manage all Corporate Records in accordance with required policies and procedures and the State Records Act 1997. • Within the scope of this position, manage all risks within the workplace as defined by Council's Enterprise Risk Management Policy. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. • To be aware of the objectives and strategies contained within the Community Plan 2020-2035 and the broad strategic direction of Council, and to understand your role and the role of the team in achieving the objectives.
Required Skills & Knowledge	• Excellent communication skills including the ability to write clear, concise reports, communicate concepts to others and present in a variety of forums. • Ability to think logically and strategically and solve complex problems and tasks. • A flexible approach to tasks. • Highly developed organisational and time management skills including an ability to manage competing priorities. • Excellent negotiation, conflict resolution and networking skills. • Excellent capacity to integrate information from a wide variety of sources and subject areas. • Ability to undertake comprehensive research and to clearly and concisely report the findings. • Ability to identify problems and procedural blocks and to contribute to the development of strategic solutions. • Ability to balance technical solutions with cost resources, time, quality and human factors.

	• Ability to work autonomously and as part of a team when required. • A high level of interpersonal skills • Excellent stakeholder management skills. • Extensive knowledge of the Planning, Development and Infrastructure Act 2016, Regulations and Code Amendment processes. • Knowledge of Local Government service delivery, decision making processes, budgeting and reporting. • Understanding of the integration of local and regional political, economic, social and environmental trends. • Knowledge of Government legislation and other agency processes as it impacts on the scope and formulation of planning policy. • An understanding of liveable, competitive and sustainable cities and the ability to achieve well designed neighbourhoods and precincts in a local government context. • Working knowledge of the current policy, procedures and legislation in the areas of Real Property Act, Local Government administration, environmental protection, water management, public and environmental health and infrastructure provision. • An understanding of information technology and its application in urban planning. • An understanding of the development industry. • Understanding of the Liquor Licensing Act and related procedures.
Required Experience & Qualifications	• Tertiary Qualification in Urban and Regional Planning or related disciplines. • Minimum five (5) years' experience in the Planning Development and Infrastructure Act 2016 and aligned legislation. • Proven experience in the Environment, Resources and Development Court. • Minimum 2 years working experience in Local Government or similar environment. • Extensive experience in the use of the Plan SA Planning Portal. • Experience in the use of Authority software (Desirable). • Experience in the preparation of consultancy briefs and project management (Desirable). • Required to hold White Card, or willing to obtain. • Eligibility for Corporate Membership of the Planning Institute of Australia and/or recognition from the Minister pursuant to the Planning, Development and Infrastructure Act 2016. • Eligibility to be an Assessment Manager. • Demonstrated experience in the assessment and management of complex/higher impact development applications. • Demonstrated experience in preparing legal briefs and instructions to legal representative.

Our Values & Behaviours

Safety Aware	• We create a safe workplace. • We do our work safely, take responsibility for our own safety and care about the safety of others.
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	• We will actively work toward eliminating physical or psychological harm against persons by identifying threats and vulnerabilities and implementing risk reduction strategies.
Authentic	• We do what we say we will do. • We communicate clearly, respectfully and honestly. • We know when to encourage others to step up and make decisions. • We contribute to a positive work environment through sharing success stories, key learnings and supporting each other.
Accountable	• We take responsibility, accept the consequences of our actions and actively seek a positive outcome. • We are prepared to make difficult / unpopular decisions and own them. • We recognise that we are all different in the way we react to situations or interact with others. • We understand 'why' we are here – every interaction is linked to positive community outcomes.
Courageous	• We proactively contribute ideas and solutions - there is no such thing as a bad idea. • We contribute to a supportive 'no blame' environment where mistakes are seen as an opportunity to learn and develop capability. • We are willing to step into the unknown and take (considered) risks. • We will celebrate and share examples of innovative thinking.
Collaborative	• We act as ambassadors for our respective teams at meetings, turning our mobile phones to silent and ensuring we are well prepared. • We listen to, respect and value the diversity of ideas and opinions.

Work Health & Safety Responsibilities

	• Ensure full compliance with Council's Safety and Rehabilitation Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility as outlined in Council's WHS and Return to Work Policy. • Ensure full compliance with responsibilities under the WHS Act 2012, the WHS Regulations 2012 and other relevant legislation, in particular: - o Take reasonable care for your own safety and that of others at their work. - o Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment. - o Report safety hazards to supervisors to minimise and control risk. - o Report immediately any incident or injury which arises in the course of your work. - o Ensure completion of induction, instruction and training prior to undertaking tasks. - o Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person. - o Ensure personal adherence to Council's WHS Policies, Safety Work Procedures, Safe Operating Procedures and Safety Instructions.
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Special Conditions

- ☒ Current C South Australian Drivers licence
- ☒ Police Check
- ☐ Functional Assessment/Medical/Drug & Alcohol Testing
- ☐ Psychometric Testing
- ☐ Working with Children Check
- ☐ DCSI Aged Care Check

Our Agreement

Manager Name:

Signature:

Date:

This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.

Employee Name:

Signature:

Date:

General Manager:

Signature:

Date:

(GM Approval required if PD revised)