

Nillumbik Shire Council Position Description

Our Vision, Values and Customer First Commitments

The way we work together and provide services to the Nillumbik community is guided by a culture reflected in Nillumbik's vision and values. All employees are expected to embrace our vision and make a genuine commitment and contribution to the organisation's values and customer first commitments. Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace.

Community is at the heart of the Shire of Nillumbik. We work to keep our community engaged, connected, active and supported in a healthy, safe and sustainable environment. The Community Vision – Nillumbik 2040 captures the essence of what is most valued about our community and our Shire. Our Vision is centred on the themes of: Our People, Our Place, Our Future and Our Council.

Nillumbik's values

Respect	
Integrity	
Collaboration	
Adaptability	
Community	

Our Customer First Commitments

1. Empathetic
2. Consistent
3. Effective
4. Simple



Our Customer First Commitments represent our efforts, thinking and aspirations to deliver a great experience to our customers both internally and externally.

Our Customer First Commitments	What this means to us
Empathy	We listen, understand and respect our customers
Consistent	We provide accurate, timely and transparent information
Effective	We focus on quality processes and outcomes
Simple	Our processes, documentation and information are easy to obtain and follow

Nillumbik Shire Council Position Description

Position Title:	Principal Statutory Planner
Position Number:	1309
Classification:	Band 7
Tenure:	Permanent Full Time
Directorate:	Community and Planning
Department / Unit:	Planning Services
Reports To:	Coordinator Statutory Planning
PD approved by:	Manager Planning and Environmental Health
Date Approved by Manager or Director:	March 2025
Date Approved by HR	March 2025

Leadership Framework

All leaders at Nillumbik are expected to demonstrate the capabilities and behaviours expressed in the [Nillumbik Leadership Framework](#). These are:

Being Strategic	<ul style="list-style-type: none"> • Is future-orientated. • Adapts to, envisages, leads and manages change. • Takes a holistic approach and applies system thinking. • Can problem-solve.
Personal Qualities	<ul style="list-style-type: none"> • Maintains a positive attitude and demonstrates self-awareness. • Acts with integrity. • Demonstrates initiative. • Displays emotional intelligence. • Is customer-centric.
People and Performance	<ul style="list-style-type: none"> • Motivates and empowers others. • Is a strong people-manager. • Identifies and builds talent.
Relationship Management	<ul style="list-style-type: none"> • Communicates effectively and works collaboratively. • Manages relationships with stakeholders and decision makers. • Influences and negotiates effectively. • Demonstrates political acumen.
Delivers Outcomes	<ul style="list-style-type: none"> • Translates strategy into actions. • Tracks progress and takes action. • Takes ownership and is accountable. • Makes decisions and delivers results.

1. Position Purpose

The Planning Services Unit plays an integral role in coordinating development within the Shire which accords with Council's planning and environmental policies.

This position provides technical planning expertise in order for Council to carry out its statutory obligations in administering and enforcing the Nillumbik Planning Scheme and Planning and Environment Act.

This position also provides effective, accurate and timely advice to all participants in the planning application process as part of the delivery of a successful planning approvals system.

2. Position Objectives

- To contribute to the ongoing operation of a successful coordinated planning approvals service for Nillumbik
- To facilitate appropriate development and land use outcomes for the Shire by administering the Nillumbik Planning Scheme and all relevant Acts

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- To provide sound professional town planning advice to customers of the unit
- To provide leadership to staff in the Statutory Planning Team through the display of appropriate professional work habits and behaviours.

3. Key result areas

3.1 Teamwork

- Work as an effective team member and assist other staff with matters to ensure a high level of customer service and service delivery output is maintained
- Effectively, efficiently and respectfully liaise with other departments/units in relation to permit processes and Council services.

3.2 Advice

- Provide consistent and timely technical advice to customers, staff and Councillors on matters relating to the interpretation of the planning scheme and relevant legislation.
- Provide the public with quality service and information, and to conduct pre-application meetings and give advice as appropriate.

3.3 Legislation / Policy Matters

- Keep up to date and provide advice on relevant policy, legislative matters, service directions and trends.

3.4 Planning Applications

- Effectively and efficiently manage a caseload of complex planning applications and assessments in a timely and effective manner.
- For own caseload of planning applications, chair Planning Application Conferences (PACs) when such a meeting is required, attend Planning Committee Meetings as required, including briefing the Committee members of managed applications reported to Planning Committee.

3.5 Appeals

- Prepare and present on behalf of Council, evidence and submissions to the Victorian Civil and Administrative Tribunal, Panels and other forums in support of Council's decision or position on planning proposals or issues.

3.6 Enforcement

- Contribute to the enforcement of the provisions and requirements of the Nillumbik Planning Scheme.

3.7 Continuous improvement

- Encourage an environment where innovation, continuous improvement and achievement are emphasised and rewarded.
- Working with the Coordinator, maximise efficiency and effectiveness of the performance of the unit by developing unit level performance statistics, refining procedures and structures to provide productivity improvements, developing and pursuing strategies aimed at making the best use of contemporary technology and participating in cross Council and functional activities as required.

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- Promote and encourage flexibility and efficient collaboration throughout the organisation by supporting the establishment of short-term cross functional teams to identify, analyse and address opportunities and challenges facing the organisation.

3.8 Customer service and relationships

- Ensure that Council's objective of customer service excellence is reflected in day to day operations by providing responsive, timely and high quality follow-up to enquiries, service requests and complaints from all customers
- Establish working relationships that support a collaborative working environment
- Fosters and builds relationships at all levels throughout the organisation
- Work with the Coordinator to actively engage and consult with its "community" and facilitate community input to the decision making process by monitoring customer requirements and the quality of the unit's services to ensure responsiveness, accessibility and accountability of all services.
- Support the Department Manager and Coordinator in ensuring that Council's objective of customer service excellence is reflected in the operations of the unit by developing and maintaining systems and processes to ensure responsive, timely and high quality follow-up to enquiries, service requests and complaints from all customers.

3.9 People, culture, safety, health and wellbeing

- Demonstrate organisational values and actions that align with the organisation's expectations and vision
- Assist to identify and recommend future talent and support the Coordinator to invest in team and individual development opportunities to build organisational capability.
- Ensure compliance with Council policies, procedures and legislative requirements in the areas of human resources, occupational health and safety, equal opportunity, anti-discrimination and other industrial instruments
- Create, maintain and foster a safe work environment at all times and perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public
- Respond in the event of a disaster as per assigned key duties and responsibilities documented in Council's Emergency Management arrangements and Business Continuity Plan

3.10 Legal Compliance

- Maintains an awareness of and adheres to relevant Acts, Regulations, Council policies and procedures relevant to the duties undertaken, including:
 - Equal Employment Opportunity, supporting equity and fairness
 - Occupational Health and Safety, supporting a safe workplace
 - Risk Management, reducing the opportunity for fraud
 - Emergency Management, Business Continuity to support ongoing service delivery
 - Privacy, Confidentiality and Conflict of Interest maintaining the integrity of Council

4 Job Characteristics

4.1 Accountability and extent of authority

- Accountable for facilitating effective and appropriate planning outcomes which accord with the Planning and Environment Act, Nillumbik Planning Scheme and other related legislation or Council policy, and within agreed timeframes or in accordance with statutory limitations

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- Officers will be expected to use their professional judgement in the preparation of reports for senior officer sign off with minimal supervision. Proactive Problem solving will be required with a focus on identifying key issues early in the planning application process. Liaison of planning matters with other officers is encouraged
- Freedom to act within policy and legislative constraints, with scope to exercise discretion in responding to planning enquiries. Initiative and a well-developed sense of accountability.
- All actions, recommendations and decisions are in accordance with the Council's and the position's delegated authority

4.2 Judgement and decision making

- Ability to interpret the planning scheme and relevant legislation accurately, and provide information and advice to customers accordingly.
- Proven ability to identify potentially complex problems and circumstances, identify key issues and possible solutions and make consistent decisions based on a clear and logical analysis. Guidance and advice is usually available within the time to make a decision.
- Proven ability to negotiate innovative and practical solutions to issues arising from development applications and related processes, applying knowledge and experience to new situations and problems.
- Demonstrating a willingness to explore new approaches and responses to situations, including challenging thinking and decisions to test assumptions and generalisations.
- Effectively balancing competing priorities and differing demands with respect to planning scheme policies and objectives.
- Well-developed ability to work independently and with minimal supervision.
- Sound judgement and decision-making skills to achieve appropriate planning outcomes in accordance with relevant Council policy and planning scheme provisions.

4.3 Qualifications

- A tertiary qualification in town planning or equivalent related discipline, and extensive experience in a planning office, preferably in local government.

4.4 Experience

- Extensive experience interpreting and applying planning schemes, policies, legislation and regulations
- An excellent knowledge of the Planning and Environment Act and planning processes
- Experience in the preparation of draft legal agreements and other documentation
- Experience in briefing and assisting consultants in the preparation and presentation of planning matters at VCAT.

4.5 Specialist Skills and Knowledge

- Developed understanding of Local Government, its objectives and issues affecting it.
- Demonstrated commitment to and appreciation of the environmental values of the Shire.
- High level ability to interpret and apply planning legislation, policies, legislation and regulations
- Highly developed ability to assess proposals and then prepare concise and accurate reports and correspondence on a diverse range of planning issues, including applications of medium to high complexity, in accordance with instruments of delegation as approved by Council
- Highly developed ability to prepare and present on behalf of Council, evidence and submissions to the Victorian Civil and Administrative Tribunal, or Panels and other forums

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- Ability to assist in the enforcement of planning schemes, Council policies and other requirements
- Ability to assist in the preparation of draft legal agreements and other documentation
- Ability to brief and assist consultants in the preparation and presentation of planning matters at VCAT
- Understanding of the functions of the unit and an understanding of the broader organisation
- Ability to provide input into the review and reform of planning schemes, associated guidelines, policies and procedures based on practical and professional experience
- Well-developed computer literacy and keyboard skills and ability to utilise application management and tracking computer software.

4.6 Management Skills

- Ability to work collaboratively, lead and assist in the analysis of processes and to contribute to the identification of improvements
- Ability to meet organisational, unit and personal objectives despite conflicting pressures, within resources available and within a set timeframe
- Ability to provide leadership to staff through the display of appropriate professional work habits and behaviours
- Ability to develop and foster a cooperative team approach in the delivery of statutory planning services.

4.7 Interpersonal Skills

- Ability to collaborate and work as an effective member of a team to ensure that the objectives of Council are achieved.
- Proven ability to provide effective professional customer service to a diverse range of clients.
- Demonstrated ability to communicate effectively on a range of matters, including explanation of planning controls and processes to customers, including members of the community, Council officers, Government departments and Councillors.
- Well-developed negotiation skills with the ability to chair mediation/consultation meetings between applicants, objectors and other interested parties in order to achieve improved outcomes.
- Ability to provide team leadership skills to gain cooperation and assistance from staff within the unit and across the organisation, and be able to create an environment that is collaborative and customer focussed.
- Proven ability to present effectively in public forums.
- Ability to act as a mentor to less experienced staff members.

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5. Physical Requirements

Posture	<ul style="list-style-type: none"> • Sitting at desk, work station or in meeting rooms • Driving up to 45 minutes at a time between workplaces, i.e. Greensborough, Plenty, Eltham, Diamond Creek, Panton Hill and Hurstbridge (where applicable) • Driving to different parts of the shire up to 45 minutes away for the purposes of site visits driving on both made and unmade roads. • Some standing • Some walking
Upper Limb / Body	<ul style="list-style-type: none"> • Some handwriting • Some reaching above shoulder and bending below the knee to access files and books • Some sustained neck flexion may be required when reading documents.
Trunk	<ul style="list-style-type: none"> • Some twisting in a seated position to access drawers at the desk • Bending below the knee
Work Environment	<ul style="list-style-type: none"> • Indoor air conditioned offices with carpeted floors
Weights	<ul style="list-style-type: none"> • Lifting weights up to approximately two reams of A4 paper
Work Station	<ul style="list-style-type: none"> • Adjustable Work station • Adjustable chair provided
Other	<ul style="list-style-type: none"> • Simultaneous talking on the telephone and writing down of notes • Climbing of stairs between levels (shire office also has a lift available) or to get in/ out of some workplaces.

6. Key Selection Criteria

- A tertiary qualification in town planning or equivalent related discipline, and/or proven extensive experience in a town planning role in local government or in planning consultancy.
- An excellent knowledge of the Planning and Environment Act and planning processes.
- Extensive experience interpreting and applying planning schemes, policies, legislation and regulations.
- Highly developed proven ability to identify potentially complex problems and circumstances, identify key issues and possible solutions and make consistent decisions based on a clear and logical analysis.
- Proven ability to effectively communicate, both verbally and in writing, the provisions of often complex planning issues and planning legislation to all customers, including members of the community, Council officers, Government departments/agencies, and Councillors.
- Proven ability to prepare and complete concise, well-structured and grammatically correct reports and correspondence on planning matters and issues.
- Consistently demonstrated ability to handle stressful situations in relation to planning disputes, often of a complex nature.
- Well-developed time management skills and a proven ability and commitment to customer service principles and a demonstrated ability to provide a professional service to a diverse range of clients.
- Proven ability and commitment to working as a member of a team to ensure that the objectives of Council are achieved, and demonstrated ability to provide leadership in a team environment through the display of appropriate professional work habits and behaviours, and providing support to other team members.
- Well-developed computer literacy and keyboard skills, including skills competency in a Microsoft environment.
- Current Victorian driver's licence.

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7. Other relevant information

- This position requires a pre-employment police check. This check will be organised by Nillumbik Shire Council as part of the recruitment process. Permission will be sought prior to this check being undertaken.
- This position requires a pre-existing injury and medical declaration form. This form will be provided to you for completion by Nillumbik Shire Council as part of the recruitment process.
- The incumbent may be required to work on weekends and evenings dependent on the requirements of programs, projects and community consultations.
- This position requires a Working with Children Check. The successful applicant must provide a copy of their WWC Check Card to Nillumbik Shire Council prior to commencement for placement on their Personnel File, and notify the Department of Justice within 21 days of commencement of employment with Nillumbik Shire Council

8. Recruitment information

Nillumbik Shire Council is committed to equal employment opportunity and encourages applications from people with disability. Applicants will be considered based on merit as per relevant skills, qualifications, and experience. We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

Applicants must have, and provide proof of, the legal right to work in Australia.

The successful applicant will be required to sign a copy of the Position Description to state that they have read and understood and agree to all requirements.

9. Application information

To obtain any additional information regarding this position, please contact **Kamal Hansanoff**, Statutory Planning Coordinator, during business hours on (03) 9433 3181 / 0428 563 533. Applications close 10pm (AEDT), Friday 16 May 2025. Apply now!

Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace. With one in five Australians identifying as having a disability, Council is committed to providing the best possible experience for everyone, regardless of their ability. This position description can be provided in an alternative format, by request. Applicants being offered an interview with Council are encouraged to advise if any adjustments are required to support them during the interview process.

If you need any support or reasonable adjustments at any stage during the recruitment process, please contact Human Resources at hrmail@nillumbik.vic.gov.au