

POSITION DESCRIPTION

POSITION: Planner/Urban Designer (E-Planning)	
DIRECTORATE: City Planning and Communities	GROUP: Sustainable Places
SECTION: Local Planning	REPORTS TO: Team Leader Planning and Urban Design
GRADE: G	EMPLOYMENT TYPE: Full Time permanent
HOURS/WEEK: 35	POSITION No.: 173
DATE: July 2024	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

The City Planning & Communities Directorate is focused on planning and providing for a thriving and vibrant regional city with active, connected and engaged communities. The Directorate is responsible for delivering our sporting and cultural facilities, along with providing strong land use planning frameworks to support appropriate development and building activity across the City.

THE GROUP/SECTION

Our Sustainable Places Group is responsible for overseeing the growth and conservation of our City, planning for our coastal areas and enhancing the long term viability of our natural resources. The Group also provides development assessment, building certification as well as regulatory and compliance services for a range of City functions.

POSITION OBJECTIVES

- Support the Local Planning team in preparing and reviewing strategies, policies, and planning controls for urban, rural, and environmental development in line with NSW planning legislation.
- Assist with the maintenance and updates of e-Planning processes within PLAN software, the Coffs Harbour Local Environmental Plan 2013, Development Control Plan 2015, and Planning Certificates, to ensure regulatory compliance.
- Provide assistance and support in the development of a strategic framework of urban planning, urban design and public realm policies and plans that will develop the City of Coffs Harbour as a best practice model of planning and development, having regard to urban amenity outcomes and changing economic, environmental, social and demographic conditions.
- Assist in the delivery of customer-focused and results-driven planning services, systems, and processes under the guidance of the Section Leader Local Planning.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Support the delivery of priorities set by the Section Leader Local Planning, with a focus on e-Planning systems and Planning Certificate processes.
- Provide updates to e-Planning processes within PLAN software; maintain the online delivery of Coffs Harbour Local Environmental Plan 2013 and Development Control Plan 2015; and undertake regular maintenance and updates to the Planning Certificate process to ensure compliance with regulations.
- Ensure local planning data and mapping is accurately reflected in the NSW Planning Portal and support the portal's ongoing function for the City.
- Assist in the development, review and implementation of strategies and policies that relate to complex urban and rural development issues and built form planning issues, including urban design, architecture, land economics and development feasibility, that will develop City of Coffs Harbour as a best practice model of city planning and development, within an integrated strategic planning framework.
- Prepare statutory planning controls and supporting policy such as environmental studies, local environmental plans and development control plans in accordance with NSW planning legislation.
- To assist in preparing studies aimed at developing a strategic framework for urban planning and urban design, landscape architecture, open space planning and public realm policies, including environmental studies, strategies and plans, planning proposals, growth strategies and development controls.
- Assist on team projects in a collaborative manner and as instructed by the Section Leader Local Planning and other team members.
- Assist in the delivery of collaborative team projects, including stakeholder engagement and community consultation processes.
- Undertake responsibilities in accordance with Council delegations.
- Coordinate and contribute to the preparation of reports, presentations, and briefings for senior management, Council, and external stakeholders.
- Attend Council and Councillor briefings and meetings as required.
- Provide assistance with Development Application referrals and internal planning advice, as directed by Team Leader Planning and Urban Design.
- Undertake duty planning and contribute to front-line planning services, as required.
- Carry out responsibilities in accordance with Council policies, procedures, and delegations.
- Assist with the delivery of e-Business, including e-Planning, services and systems, as prioritised by the Team Leader Planning and Urban Design and/or Section Leader Local Planning.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Group Leader Sustainable Places
- Section Leader Local Planning and Team Leader Planning and Urban Design
- Other Sustainable Places Section Leaders
- City of Coffs Harbour Leadership Team
- Other City Staff

External

- Duty planning customers/clients

OTHER POSITION REQUIREMENTS

- Based on a 35 hour week, the ordinary hours of work will generally be between 06:00 and 19:00 Monday to Friday. Actual start and finish times within this span will be arranged with your People Leader.
- Flex time may be available in accordance with City procedures.
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Yarrila Place, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Degree in Urban Planning, Urban Design, Architecture, Landscape Architecture or equivalent.
- Relevant practical experience in a direct or related field.
- Current Class C Drivers Licence.

Desirable

- National Construction Induction Certification (Whitecard).
- Previous experience in e-Planning and strategic planning (including preparing and amending local environmental plans, growth strategies and development controls).

CAPABILITIES

- Demonstrated knowledge in interpreting and applying current NSW Planning and Local Government legislation.
- Ability to work independently or in teams to solve problems and to achieve innovative outcomes for complex planning matters.
- Demonstrated high level interpersonal, written and oral communication skills.
- Demonstrated strengths in using relevant technology, software and systems, with Microsoft Office on at least Intermediate level.
- Demonstrated high level time and project management skills.
- Demonstrated ability and commitment to working in a team environment.

Position Demands Analysis

Planner/Urban Designer (E-Planning)

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
<i>All Lifting to be undertaken using effective risk based manual handling techniques.</i>					
Sedentary work lifting 0 - 4.5kg	1	Elevating arms above shoulder height	0	Climbing to access / exit excavations	0
Light work lifting 4.5 - 9.1kg	0	Extend arms for reaching	1	Kneeling for extended periods	0
Medium work lifting 9.1 - 22.7kg	0	Sitting for extended periods	2	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	1	Balancing	0
Repetitive Lifting	0	Walking for extended periods	0	Hearing above background noise	0
Pulling Loads > 5kg	0	Walking on uneven ground	0	Depth perception	0
Pushing loads > 5kg	0	Frequent bending / stooping	0	Colour vision	0
Lifting with trunk twisting	0	Shovelling / digging	0	Fine manipulation	0
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	1	Dust Mask / Respirator	0	Reflective vest	1
Hard hat	1	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	0	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	0			Odours / Mists / Fumes	0
Liquids	0			Possible exposure to sharps	0
Herbicide spraying	0			Possible exposure to Q Fever	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	0	Slippery surfaces	0
Outside work	1	Operating machinery	0	Low light areas	0
Confined spaces	0	Vibration	0	Shift work	0
Working alone	1	Working at heights	0	Use of computer for screen-based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged driving periods > 2hrs	0
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	0	Fatigue	0	Violence / aggression from animals / wildlife	0