



Performance Profile

Planning Officer

Vision	Values	Mission Statement
A happy, healthy and eclectic community that embraces creativity, celebrates the natural environment and is invested in a strong local economy	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect	The Shire of Denmark will protect and improve the quality of life for our community by: <ul style="list-style-type: none"> • Providing quality services and infrastructure that meet community needs; • Carefully managing our natural environment; • Empowering our community to make positive change; and • Embracing innovation and opportunities.

Position:	Planning Officer	Direct Reports:	N/A
Department:	Assets and Sustainable Development		
Reports to:	Manager Sustainable Development		
Status:	Part time (0.84FTE)		

Performance Summary
<p>The Planning Officer is expected to:</p> <ul style="list-style-type: none"> • Provide high level land use planning services to the community of the Shire of Denmark. • Strive for excellence in delivering development approvals, providing land use planning advice and undertaking compliance activities. • Contribute to building high levels of trust and respect between the Sustainable Development Team, other Shire staff and the general community. • Deliver a customer service approach to land use planning services. • Be solution focused, have a 'can do attitude'. • Look for opportunities to innovate. • Be inspired and motivated as part of the Sustainable Development Team. • Champion the Shire's vision, values and mission statement.

Key Responsibilities

- Process and evaluate subdivision, development, rezoning and structure planning proposals, provide advice and issue approvals in conformity with delegations.
- Prepare reports to Council on a variety of land use planning matters.
- Provide information to ratepayers, builders and developers on land use planning related issues within operating guidelines and procedures with a strong emphasis on customer service and education.
- Undertake investigations into complaints about land use planning matters, including undertaking of compliance audits of development approval conditions.
- Assist with review of existing, and development of new policies and procedures from a Sustainable Development Team perspective to achieve the Shire of Denmark's objectives.
- Provide a high-level of customer service both internally and externally, whilst supporting connection with our diverse community.
- Contribute to strategic planning projects and policies as required by Manager Sustainable Development and Senior Planning Officer.
- Undertake research on land use planning related matters as directed.
- Maintain strong effective communication between all of the teams in the organisation.
- Any other duties as required by the Manager Sustainable Development.
- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.

Position Requirements

- 'C' Class Driver's Licence
- Experience in applying planning principles and applicable legislation.
- Tertiary qualification (or substantial progress towards) in land use planning or a related profession.
- Developed written and verbal communication skills.
- Well-developed research and report writing skills.
- Developed interpersonal skills.
- Developed computer skills.
- Ability to work well as part of a team.
- Strong time management skills and ability to prioritise workloads.
- Initiative and flexibility.
- Sound negotiating skills.
- Knowledge of Local Government functions and activities (desirable).

Certification

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE February 2020