

Position Description

Senior Statutory Planner (80)

Your role:	Senior Statutory Planner (80)
You will report to:	Team Leader Statutory Planning
Your Directorate:	Community and Development
Your Salary Level:	General Officer Level 6 (South Australian Municipal Salaried Officers Award/Office Enterprise Development Agreement)
Special Conditions:	Drivers Licence Some out-of-hours work will be required for attendance at Council Assessment Panel meetings or Council meetings or workshops. Satisfactory medical clearance

Position Overview

This role is responsible for the assessment of complex development applications within statutory timeframes whilst providing well-balanced development outcomes and high-quality customer service. This role provides specialist planning advice to applicants, members of the public and Council officers. The Senior Statutory Planner represents Council at Assessment Panel meetings and in court appeals.

The Senior Statutory Planner role provides professional guidance to others within the team, mentoring team members and supporting development compliance activities.

You will be faced with complex decisions which are addressed through documented precedents, guidelines, statutory requirements, policy and procedures and through discussion with peers at team meetings.

The role provides backup to the Team Leader Statutory Planning and the Manager Development Services.

About the Team

You will be part of a team of eight (8) planning professionals in a Directorate dedicated to shaping a vibrant and thriving community through visionary leadership, active collaboration, continuous improvement and a commitment to excellence in service delivery. You will be part of a team that fosters strong community connections and strives to deliver outstanding outcomes in development services. Guided by the principles of the Customer Service Framework, Council

employees are passionate about providing exceptional service that places our community at the heart of everything we do.

The planning team are part of the Development Services Department and the Community and Development Directorate. You will be part of a team that's fosters strong community and internal Council connections and strives to deliver good development outcomes.

Guided by the principles of the Customer Service Framework, Council employees are passionate about providing exceptional service that places our community at the heart of everything we do.

Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

Our values

Grounded in Trust	Build strong foundations through respect, safety, integrity and transparency.
Cultivating Connections	Engage with each other and our community to create a thriving, collaborative environment.
Nurturing Excellence	Deliver with pride to achieve the best outcomes and celebrate our success.
Sowing Seeds for Tomorrow	Foster growth and innovation for a sustainable future.

Your Stakeholders

Internal	Directors, Managers, other employees across the organisation and Council Assessment Panel members.
External	Community individuals and groups, regulatory bodies and Government departments, the Local Government Association, consultants, accredited professionals, builders, architects, designers and developers.

Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees.

Position Responsibilities

- Role model Council's values and foster a culture of collaboration, accountability, and continuous improvement.
- Effectively and efficiently assess development applications, preparing delegate reports and reports to the Council Assessment Panel in accordance with the relevant legislation and within prescribed timeframes.
- Undertake site inspections for development assessment and compliance.
- Provide expert planning advice to Council, developers, applicants and the community.
- Undertake the Council lead for key development proposals.
- Coordinate responses for complex planning matters
- Briefing Council's solicitors on enforcements and planning appeals and representing Council in Court as directed.
- Coordinate clearance of land division requirements post development approval.
- Mentor other team members to achieve high performance and professional growth.
- Provide backup to the Team Leader Statutory Planner.
- Provide support to Council's Development Compliance Officer by assisting investigations to determine whether development has been undertaken in accordance with approved plans and conditions of approval.
- Ensure compliance with policies, procedures, and delegations.
- Contribute to strategic planning initiatives and corporate projects.

Position Criteria

People Leadership	<ul style="list-style-type: none">• Demonstrated ability to mentor and coach other team members.	Essential
Technical Knowledge & Experience	<ul style="list-style-type: none">• Extensive experience in statutory planning and applying development legislation within Local or State Government.• Comprehensive knowledge of the Planning, Development and Infrastructure Act and associated Regulations, Native Vegetation Act and, Community Titles Act.	Essential

	<ul style="list-style-type: none"> • Sound knowledge of Local Nuisance and Litter Control Act, Environment Protection Act and the Local Government Act. • Proven ability to write planning reports and policy documents related to development. • Experience in managing Court Appeals in the Environment, Resource and Development Court. 	
Collaboration and Communication	<ul style="list-style-type: none"> • Excellent written and verbal communication, and presentation skills. • Strong interpersonal skills with the ability to build and maintain positive relationships with stakeholders. • Demonstrated ability to influence, negotiate, and resolve conflicts professionally. 	Essential
Qualifications & Membership	<ul style="list-style-type: none"> • Tertiary qualifications in Urban and Regional Planning or equivalent qualification recognised by the Planning Institute of Australia. • Full Membership of the Planning Institute of Australia (or be eligible to obtain) 	Essential
Customer Service	<ul style="list-style-type: none"> • Demonstrated commitment to outstanding customer service and continuous improvement. 	Essential
Government Experience	<ul style="list-style-type: none"> • Experience working in a government environment. 	Essential
Corporate Experience	<ul style="list-style-type: none"> • Experience in managing corporate records. • Demonstrated ability to work effectively with a range of digital tools and technologies and contribute to technology-enabled service improvements. • Demonstrated organisational ability to manage work independently and meet deadlines with a high level of detail and accuracy. 	Essential
Finance Delegations	<ul style="list-style-type: none"> • No 	

Job Requirements Guide

Frequency guide

1. Constant (ongoing, occurs daily)
3. Occasional (occurs 2-4 times per week)

2. Frequent (occurs 1-2 times daily)
4. Infrequent (occurs once per week or less)

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y		X			
Walking	Y		X			
Sitting	Y		X			
Bending /twisting the back	N				X	
Bending /twisting the neck	N				X	
Kneeling/squatting/ crouching	N				X	
Climbing e.g. stairs/steps/ladders	N				X	
Reaching forward /sideways >30 cm	Y				X	
Working with hands above shoulder height	Y				X	
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg	Y				X	
Pushing/pulling/dragging	N				X	
Gripping/grabbing	N				X	
Fine hand coordination	N			X		
Holding/supporting any object or person	N				X	

Environmental						
Work in an indoor/outdoor environment	Y		X			Must have the ability to undertake site inspections
Work at heights	N				X	
Work in confined spaces	N				X	
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y	X				Standard office equipment such as a computer, phone and photocopier. Use of a tape measure or similar onsite inspections.
Exposure to noise	Y				X	Low level noise in the work environment (constant) and noise on construction sites (infrequent)
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	N				X	
Exposure to fumes/dust	N				X	Very low level. Some exposure to dust due to the nature of rural areas and on construction sites
Managing security/private information	Y	X				Deal with both confidential Council and development application Information some of which may be commercial in confidence

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y	X				
Dealing with highly emotional/ conflict situations	Y		X			
Dealing with difficult/complex negotiation of a personal nature	Y		X			
Working in a team requiring maintenance of relationships/ communication with others	Y	X				
Working in isolation or with limited interpersonal interactions/ supervision	Y			X		
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y	X				

Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				
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