



Position Description

Position Details

Position Title: Senior Planning Support Officer

Position number: 24956

Classification: Level 3

Status: Full-time Part-time Casual

Tenure: Permanent Temporary: end date: 28.02.18

Award/Agreement: *Public Sector Award (PSA) and Public Service and Government Officers' General Agreement (PSGOGA)*

The Department

The Department of Planning has state-wide responsibility for advising the Minister for Planning, the Western Australian Planning Commission (WAPC) and other stakeholders regarding strategic and statutory planning relating to planning for future communities. The Department plays a vital role in improving the quality of life of all Western Australians.

The WAPC is the statutory planning authority with state-wide responsibilities for urban, rural and regional land use planning and land development matters. The WAPC responds to the strategic direction of government and is responsible for the strategic planning of the state.

Our Ethics and Values Guide Our Behaviour

Our Values

Leadership - Integrity - Responsiveness - Respect - Innovation - Collaboration

Public Sector Code of Ethics

Personal Integrity - Relationships with others - Accountability



Job Summary

Key function and responsibility of the position

The Senior Planning Support Officer	Providing a leading role in planning and administrative support within the Department for Structure Plan administration.
– Structure Plans:	Oversees the Structure Plan processes (metropolitan and country areas).

Duties of the Position

Position Specific Duties - technical duties that relate to this role

- a) Provides direction, support, assistance to team members, escalating complex matters to the Team Leader position on an as required basis.
- b) Oversees the Structure Plan processes (metropolitan and country areas).
- c) Attends to general day to day Structure Plan enquiries from Local Government, the public, team members and other planning staff in respect to process, systems and documentation requirements.
- d) Researches, reviews and manages new Structure Plan applications ensuring their correct recording within systems where documentation is accurately and expeditiously disseminated.
- e) Assesses and ensures statutory requirements are met.
- f) Corresponds with relevant agencies about a variety of Structure Plan matters and prepares standard responses to other government agencies, local governments, consultants and the public.
- g) Maintains and updates information relating to Structure Plan applications in appropriate planning systems, verifies all forms and ensures that timeframes are upheld.
- h) Maintains office systems and procedures.
- i) Assists with review of statutory services where required.
- j) Monitors and reports workload and coordinates the assessment of Structure Plan applications in accordance with time frames.

- k) Mentors planning staff and trains new staff in the structure plan process and systems.
- l) Operates within the Department's corporate governance framework, policies and procedures.
- m) Undertakes other duties as required.

Selection Criteria

Experience, skills, competencies and knowledge relevant to the position

Position Specific Criteria - technical criteria that relate to this role

1. Demonstrated knowledge and understanding of relevant legislation, regulations, standards, framework and guidelines in a planning environment.
2. Demonstrated experience in development of work procedures to produce a high standard of administrative support.
3. Well-developed computer and written skills, with sound literacy and numeracy skills, and the ability to prepare well-written, accurate and grammatically correct documentation.
4. Well-developed research and analytical skills across various systems and records.

Generic Criteria - to be demonstrated in accordance with the capabilities and outcomes listed above

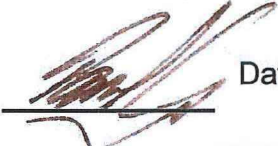
5. Achieves results
Taking responsibility for managing projects to achieve results and identifying and using resources wisely, building and applying professional expertise, responding positively to change.
6. Builds productive relationships
Nurturing internal and external relationships and listening to, understanding and recognising the needs of others, valuing individual differences and diversity, sharing learning and supporting others.
7. Exemplifies personal integrity and self-awareness
Demonstrating public service professionalism and probity, self-awareness and having a commitment to personal development, engaging with risk, showing personal courage and committing action, promoting and adopting a positive and balances approach to work.
8. Communicates and influences effectively
Communicating clearly, listening, understanding and adapting to audience, negotiating confidently.

Reporting Relationships - where this position sits in the Department

<p>Planning Administration Team Leader</p> <p>↑ Reports to:</p> <p>THIS POSITION</p> <p>↓ Positions under direct supervision:</p> <p>Nil</p>
<p>Division: Perth and Peel Planning</p> <p>Directorate: Planning Administration</p> <p>Location: 140 William Street, Perth, WA, 6000</p>
<p>Special Conditions: Nil</p>

Certification and Version Control (Registration of Position Description)

The Position Description describes the current requirements and responsibilities of this role.

<p>Paul Crew</p> <p>Name: Manager Planning Administration Perth, Peel Planning - Department of Planning</p>	<p>Signature: </p>	<p>Date: <u>13-2-17</u></p>
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Employee

I have read and accept the responsibilities of the Position Description Form

Name: _____	Signature: _____	Date: _____
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