



## Job Description Form

# Senior Planner

### Position Details

<b>Position Number:</b>	04005447
<b>Classification:</b>	Specified Calling Level 3
<b>Award / Agreement:</b>	PSA 1992 / PSGOCSAGA 2017
<b>Organisational Unit:</b>	Commercial Operations/Land and Housing Construction/
<b>Location:</b>	Perth Metropolitan Area
<b>Classification Evaluation Date:</b>	8 January 2008
<b>JDF Review Date:</b>	23 August 2019

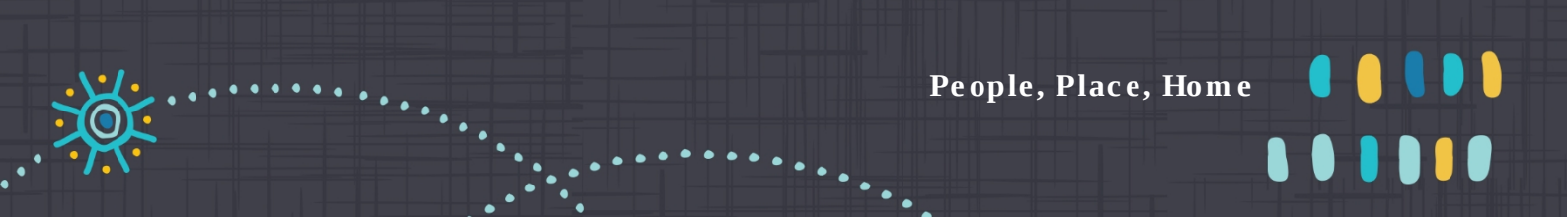
### Reporting Relationships

**This position reports to:**

04005071, Project Manager, Level 7

**Positions Under Direct Supervision:**

This position does not have subordinates.



## About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

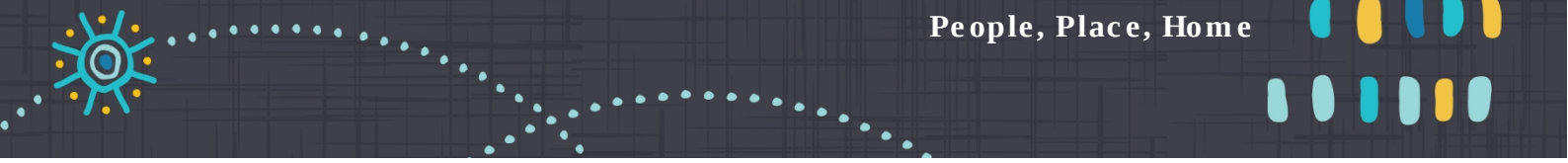
The Department's functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

## Role Statement

This position manages complex land projects, subdivision and built form requirements throughout Western Australia and providing planning input into strategic land acquisitions.



## Duties and Responsibilities

### 1. LAND PLANNING PROJECTS

- 1.1 Establishes objectives for land planning projects with consideration for suitable outcomes.
- 1.2 Assesses development constraints and opportunities.
- 1.3 Coordinates design inputs and planning requirements.
- 1.4 Prepares Board, Ministerial and Executive submissions.
- 1.5 Prepares development, subdivision and strata applications ensuring designs are compliant with relevant statutory requirements

### 2. PROJECT MANAGEMENT

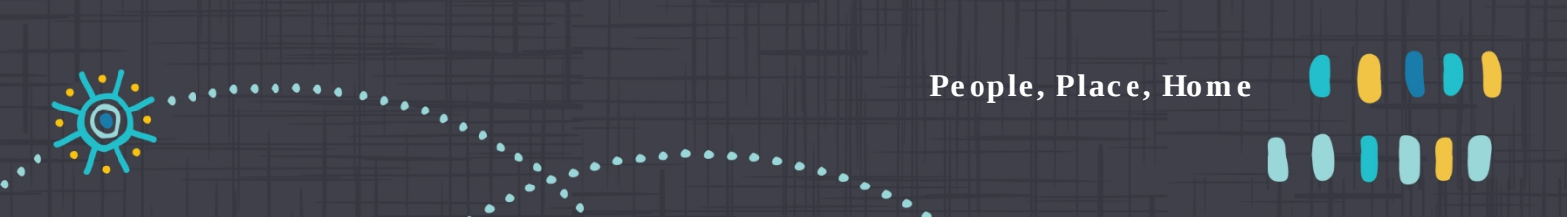
- 2.1 Prepares consultant briefs and manages consultant performance.
- 2.2 Ensures that government policies and programs are effectively communicated through project processes.
- 2.3 Develops and manages project operating budget against financial and non-financial performance targets.
- 2.4 Responsible to ensure the values of transparency, accountability, confidentiality, value for money are upheld and that no conflict of interest exists.
- 2.5 Promotes sustainable approaches to land development.

### 3. LIAISON / NEGOTIATION

- 3.1 Liaises with public/local authority and private sector managers on planning proposals and requirements.
- 3.2 Represents the Department at industry forums, consultation meetings on committees and at appeal hearings.

### 4. STRATEGIC PLANNING

- 4.1 Provides advice to the Department on strategic planning policies studies and issues.
- 4.2 Assists in the formulation and evaluation of land use planning strategies.
- 4.3 Assesses processes and mechanisms to fast track land development projects.



4.4 Assesses and monitors trends in the land development industry.

**5. ACQUISITIONS**

5.1 Provides town planning advice in relation to strategic land acquisitions.

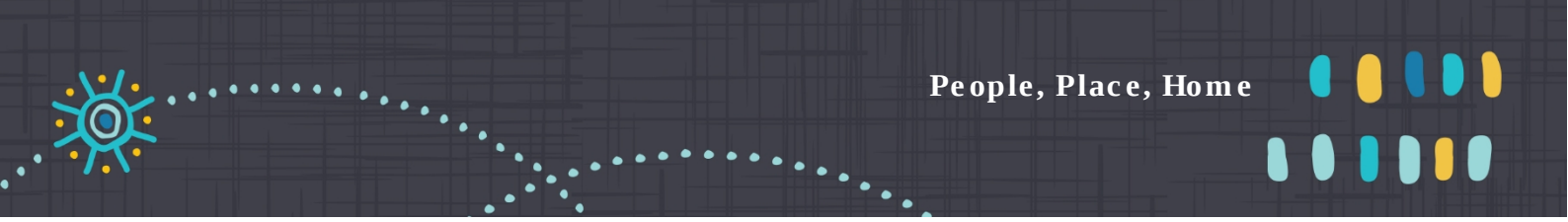
5.2 Identifies short and long term land acquisition opportunities.

**6. OTHER**

6.1 Performs other duties as directed.

6.2 Applies equal opportunity, occupational safety and health, and ethical and diversity principles and practices in all aspects of this role.

6.3 Monitors and ensures compliance with Government Legislation, and agency policy's.



## Essential Work-Related Requirements (Selection Criteria)

1. Degree level qualification in Town Planning.
2. Demonstrated ability to consult and negotiate with professional consultants, private sector manager/owners and senior Government personnel.
3. Considerable experience in Town Planning.
4. Considerable experience in Project Management.
5. Excellent written and verbal communication skills.
6. High level analytical and problem solving skills.

## Desirable Work-Related Requirements (Selection Criteria)

1. Corporate Membership of the Planning Institute of Australia.

## Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.
3. Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.