



Land Planning Officer

Land and Property Management

Position number	00025433
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Principal Consultant, Land Planning (Level 7)
Direct reports	Nil

Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information and communication technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

The Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment), which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, capital works programs, maintenance and minor works programs and provision of facilities related services.

The Asset Planning and Services Directorate is responsible for the development of strategic asset plans, policies and processes within an asset planning framework, long term land planning for schools and the management of the Department's land estate. The Directorate also provides services to schools on security and emergency management, environmental services, statistical and demographic planning services and property management.

For further information about the Department of Education, please visit:
education.wa.edu.au.

Key responsibilities

Specialist Services

- Oversee the public primary school site contributions system for the Directorate, including collection of monetary contributions from private land developers or landowners.
- Process the application and collection of pro-rata contributions from developers and maintain the contributions program through the use of tracking spreadsheets and systems.
- Review subdivision applications and where relevant, ensure that the application of developer contributions as a condition of statutory planning approvals to facilitate mandatory collection.
- Review land valuation reports submitted by developers or landowners in order to determine the developer contribution amount and liaise with relevant parties where a land valuation is disputed.
- Review clearance requests of relevant subdivision condition/s and deposited plans, particularly relating to payment of contributions made by developers or landowners.
- Arrange the issuing of invoices to developers, monitor their status and collect payments.
- Coordinate invoicing, payments and refunds with the Finance and Commercial Services Division.
- Establish and update contribution rates required per lot by Developers for land being developed in public primary school catchment areas.
- Coordinate distribution of local government authority town planning correspondence to officers, maintain a document register and record them in the Department's records management system.
- Maintain a register of Western Australian Planning Commission planning and development applications and approvals.
- Maintain processes and procedures related to the primary school site contributions system and ensure compliance with legislative and statutory planning frameworks and the Department's policies and guidelines.
- Coordinate the development and maintenance of digitised pro-rata school site contribution boundaries.

Branch Support

- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on EBS committees and working parties.

Customer and Stakeholder Support and Liaison

- Coordinate external valuations of future school sites with Landgate Valuation Services and update data provided by Landgate.
- Respond to enquiries from land developers and planning consultants regarding the subdivision and developer contributions processes, relevant subdivision condition/s, contribution rates and other land planning information.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated sound skills and experience in land development planning processes.
2. Demonstrated sound skills and experience in financial processes and procedures and in the use of related computer application processes.
3. Demonstrated sound skills and experience in establishing and maintaining effective working relationships with individuals and groups to achieve required program/project outcomes.
4. Demonstrated sound oral and written communication, interpersonal and negotiation skills, including the ability to establish good client relationships and provide quality client service.
5. Demonstrated sound conceptual and analytical skills with the ability to identify problems and develop solutions.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 4 October 2021
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