

# POSITION DESCRIPTION

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| <b>Position Title:</b>  | <b>Planning Assistant</b>                         |
| <b>Position Number:</b> | <b>10988</b>                                      |
| <b>Directorate:</b>     | <b>Development Services</b>                       |
| <b>Reports to:</b>      | <b>Statutory Planning Coordinator</b>             |
| <b>Department:</b>      | <b>Planning Services</b>                          |
| <b>Agreement:</b>       | <b>City of Karratha Industrial Agreement 2023</b> |
| <b>Classification:</b>  | <b>Level 4</b>                                    |

## 1. POSITION OVERVIEW

The Planning Assistant is responsible for delivering high quality and timely planning services on a range of duties including those of a technical planning nature.

### 1.1 Position Objectives

- Develop and maintain effective working relationships with the Planning Services team and other City stakeholders, clients and customers.
- Develop and maintain a good understanding of the local planning scheme, local planning policies, local laws and the operational procedures of Planning Services.
- Contribute to the development and maintenance of systems and procedures to enable Planning Services to operate effectively in delivering a flexible and responsive service to external and internal customers.
- Develop an understanding of the legislative, policy and procedural framework within which Planning Services operates.
- Contribute to the performance of Planning Services in providing a consistently professional and reliable level of service to both external and internal customers.

## 2. DUTIES & RESPONSIBILITIES

- Assess applications received for planning approval, refer to internal and external stakeholders, review and resolve issues and prepare assessment reports and draft recommendations and conditions on applications for planning approval.
- Assess and prepare responses to proposals referred to the City by other agencies.
- Attend to enquires on planning related matters and give advice accordingly.
- Advertise and consult on applications, policies and plans as required.
- Maintain effective systems and procedures.
- Other duties as required.

### 2.1 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident

Incident Report form as soon as reasonably practicable within 24 hours where possible.

- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

### **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1 Authority & Accountability**

- Works under regular supervision of the Statutory Planning Coordinator
- Works in accordance with approved Council's policies, procedures and guidelines.

#### **3.2 Judgement and Problem Solving**

- Proven problem solving skills, including an ability to evaluate issues in a timely manner and justify recommendations.

#### **3.3 Specialist Knowledge and Skills**

- An understanding of the principles and practice of local planning and development.
- Ability to efficiently and effectively apply work systems and processes and to identify and assist in the implementation of improvements.
- An understanding of the responsibilities and operations of a Local Government.
- Ability to interpret planning legislation, policies and approval processes and apply to development applications.
- Excellent time management and workload management skills, including the ability to help effectively manage and report on team workloads and manage projects to meet deadlines.

#### **3.4 Interpersonal Skills**

- Well-developed verbal and written communication skills, with attention to detail and accuracy.
- Ability to negotiate with and develop positive relationships with stakeholders.
- Ability to work autonomously, as well as within a team environment.
- Ability to provide high quality customer service, including the ability to manage conflict.

#### **3.5 Qualifications and Experience**

- Previous experience in land development and/or town planning processes
- Relevant qualification (desirable) or the ability to undertake Certificate IV in Local Government (Planning)
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)