

Positions Vacant

City Planning positions

Are you looking for exciting and rewarding career opportunities in a new state of the art workplace, with flexible working arrangements and a relaxed coastal lifestyle? Shellharbour is in the ideal location to offer coastal and rural environments but also less than 80 minutes from Sydney.

We are seeking dynamic, enthusiastic, skilled and experienced people to join our City Planning Group.

Interested?

We are seeking applicants for the following positions:

Development Contributions Planner (Ref: 11/18 – 28 to 35 hours per week)

Recreation Planner (Ref: 12/18 – 28 to 35 hours per week)

Development Contributions Assistant (Ref 13/18 – 14 hours per week)

The Development Contributions Planner is accountable for the development, implementation, monitoring and review of Council's development contributions programs in accordance with the specific requirements of the NSW Environmental Planning and Assessment Act and current best practice.

The Recreation Planner will maintain Council's strategy for the provision of open space and recreational facilities within the Shellharbour area.

The Development Contributions Assistant will assist the Development Contributions Planner as well as the Development Contributions Accountant in ensuring the delivery of Council's development contribution programs.

How to apply:

Your application will need to address the essential and desirable criteria outlined on the position description, quote the reference number and include a resume with contact details for at least two referees.

Interested in more than one position?

A separate application is required for each position.

Conditions of employment are in accordance with the Local Government State Award, relevant legislation and Council's policies and procedures.

For further information about these positions, including details on applying for a position with Shellharbour City Council please see Council's website at www.shellharbour.nsw.gov.au

Specific enquiries may be directed to Geoff Hoynes on 4221 6128.

Please mark your application "Confidential Job Application" and send it electronically to jobs@shellharbour.nsw.gov.au

Applications close: 4.00pm, Friday 23 February 2018.

Shellharbour City Council is an equal opportunity employer

Ref: 11/18: Please address the essential and desirable criteria.

| POSITION DESCRIPTION | |
|--|---|
| Title: | Development Contributions Planner |
| Group | City Planning |
| Reports to: | Group Manager City Planning |
| Grade: | 19 (Salary up to \$1674.94 per week based on 35 hours) |
| Hours: | 28 to 35 hours per week |
| Vehicle: | No |
| Position Purpose | |
| <p>To provide specialist statutory and strategic planning services to the Council, its community and customers. In particular, the Development Contributions Planner is accountable for the development, implementation, monitoring and review of Council's development contributions programs in accordance with the specific requirements of the NSW Environmental Planning and Assessment Act and current best practice.</p> | |
| Qualifications and Experience | |
| <i>(Minimum required/essential for success in the job)</i> | |
| <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Relevant degree (such as Planning, Engineering or Finance) or tertiary qualifications along with extensive experience in a similar role • Detailed knowledge of the NSW Environmental Planning & Assessment Act and Local Government Act as they relate to development contributions and community infrastructure provision • Demonstrated ability to prepare detailed strategic Developer Contribution plans and supporting documentation in accordance with all statutory requirements and current best practice • Demonstrated ability to prepare Planning Agreements and supporting documentation in accordance with all statutory requirements and current best practice • Demonstrated experience in supervising staff • Demonstrated project management skills • High level interpersonal, facilitation and negotiation skills as well as excellent communication skills • Demonstrated commitment to work collaboratively, across all departments of Council as well as the ability to work independently • Experience in preparing and monitoring budgets • Demonstrated experience in development and review of quality management systems or other business improvement systems • Ability to pass a National Criminal Police check • Drivers Licence Class C | |

Desirable:

- Demonstrated experience in traffic, open space & community facilities planning
- Ability to organise and facilitate meetings, workshops and community engagement initiatives
- Knowledge of Integrated Planning and Reporting requirements under the NSW Local Government Act
- Experience in supervising consultants
- Experience in the Land and Environment Court

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

The preparation and management of S94 Contributions Plans and Planning Agreements under the Environmental Planning and Assessment Act and associated Regulations, including but not limited to:

- Research the need for and identify the facilities & infrastructure required
- Prepare support documentation & studies
- Determine formulas & contribution rates for inclusion in the plans
- Prepare works in kind agreements
- Develop Planning Agreements for approval by Council
- Provide input into the establishment and review of population and housing projections
- Monitor receipt and expenditure of developer contributions Responsible for Council's S94 budget
- Provide input into the programming of facility provision and funding
- Liaise with Council staff, developers & general public on issues such as conditions of development consent, provisions of planning agreements, payment of contributions and implementation of works in kind agreements
- Prepare detailed reports to Council
- Prepare briefs, appoint and supervise consultants
- Assist in the preparation of evidence for appeals in Court or other tribunals
- Develop and maintain contacts with other councils, professionals & government bodies

The supervision and co-ordination of Council's Development Contributions Accountant and Development Contributions Assistant, including but not limited to:

- Establishment and monitoring of staff work programs
- Setting and monitoring of priorities and deadlines
- Reporting on the operation of the team
- Lead, development and inspire staff to achieve optimal individual and team performance

Support and promote the integrity and reputation of Council

- Apply and demonstrate the values of Council across all aspects of work
- Be a role model for quality customer service
- Ensure compliance with all Council policies and procedures and relevant legislation

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Ref: 12/18: Please address the essential and desirable criteria.

| POSITION DESCRIPTION | |
|---|---|
| Title: | Recreation Planner |
| Group | City Planning |
| Reports to: | Group Manager City Planning |
| Grade: | 19 (Salary up to \$1674.94 per week based on 35 hours) |
| Hours: | 28 to 35 hours per week |
| Vehicle: | No |
| Position Purpose | |
| Develop, implement, monitor and review Council's strategy for the provision of open space and recreational facilities | |
| Qualifications and Experience | |
| <i>(Minimum required/essential for success in the job)</i> | |
| <u>Essential:</u> | |
| <ul style="list-style-type: none"> • Relevant Degree (such as Land Use Planner or Recreation & Leisure, Sports Administration) or tertiary qualifications and extensive experience in a similar role • Demonstrated experience in recreation planning or a related field • Demonstrated experience in developing open space and recreation strategy or policy • Demonstrated high level oral and written communication skills • Demonstrated experience in community engagement. • Demonstrated ability to work with minimal supervision and determine priorities. • Demonstrated ability to deliver projects within identified timeframes • Demonstrated experience in development and review of quality management systems or other business improvement systems • Ability to pass a National Criminal Police check • Current Class C Drivers Licence | |
| <u>Desirable:</u> | |
| <ul style="list-style-type: none"> • Knowledge of Local Government structure and operations • Experience in Tech One software systems • Conflict resolution skills with proven ability to negotiate and interact on complex issues | |

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- Develop, implement, monitor and review Council's strategy for the provision of open space and recreational facilities including:
 - Council's Open Space and Recreation Needs Study
 - Council's Open Space and Recreation Strategy
 - plans of management,
 - masterplans
- Provide specialist advice in relation to:
 - section 94 Plans and voluntary planning agreements
 - acquisition and sale of community land.
 - development applications and construction certificates
 - project briefs and specifications
- Develop and undertake community and stakeholder engagement, with other sections of Council, relevant Federal and State government agencies, statutory authorities, sporting clubs and community organisations on issues related to open space and recreation planning
- Co-ordinate and lead multi-disciplinary project teams in the preparation and amendment of section 94 Plans and voluntary planning agreements along with the expenditure of those funds or provision of works in kind.
- Represent Council as required on committees and working parties

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Ref: 13/18: Please address the essential and desirable criteria.

| POSITION DESCRIPTION | |
|--|--|
| Title: | Development Contributions Assistant |
| Group | City Planning |
| Reports to: | Group Manager City Planning |
| Grade: | 11 (Salary up to \$430.38 per week) |
| Hours: | 14 hours per week |
| Vehicle: | No |
| Position Purpose | |
| Assist Council's Development Contributions Planner and Accountant in the delivery of Council's development contributions programs. | |
| Qualifications and Experience | |
| <i>(Minimum required/essential for success in the job)</i> | |
| <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Certificate IV in Business Administration or equivalent demonstrated experience in a similar role • Demonstrated skills in the use of Microsoft Office computer software and internet technologies • Extensive relevant work experience in a dynamic office environment • Demonstrated integrity, enthusiasm and commitment • Excellent verbal communication, including a professional telephone manner and the ability to liaise with all staff and customers • Good judgment and the ability to organize and prioritise work duties • Excellent written communication, including accurate spelling, punctuation and grammar • Experience in making suggestions for improvements to a quality management system or suggestions for other business improvements <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Demonstrated knowledge of Local Government activities and responsibilities • Demonstrated knowledge of the developer contributions regime under the NSW Environmental Planning and Assessment Act • Experience in the creation and monitoring of databases. • Ability to undertake research tasks • Studying towards a tertiary qualification in town planning, accounting, local government administration or similar. | |

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Key responsibilities of the role include assistance with the administration of Council's:

- Section 94 Contributions Plan
- Voluntary Planning Agreements
- Works In Kind Agreements

Key tasks of the role include:

- Consultation with internal stakeholders
- Maintenance of databases
- Research and investigation
- General administrative duties
- Process reports, correspondence and other Council documents.
- Accurate and timely maintenance of Council records using a computer based information system.
- Research information as directed and collate results
- Updating plans and policy information on the intranet and internet.
- Mail merge and bulk property data entry details for adjoining neighbour notifications.
- Assist in preparation of fliers/brochures/public exhibition panels as required for public exhibitions of draft plans and policies.

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