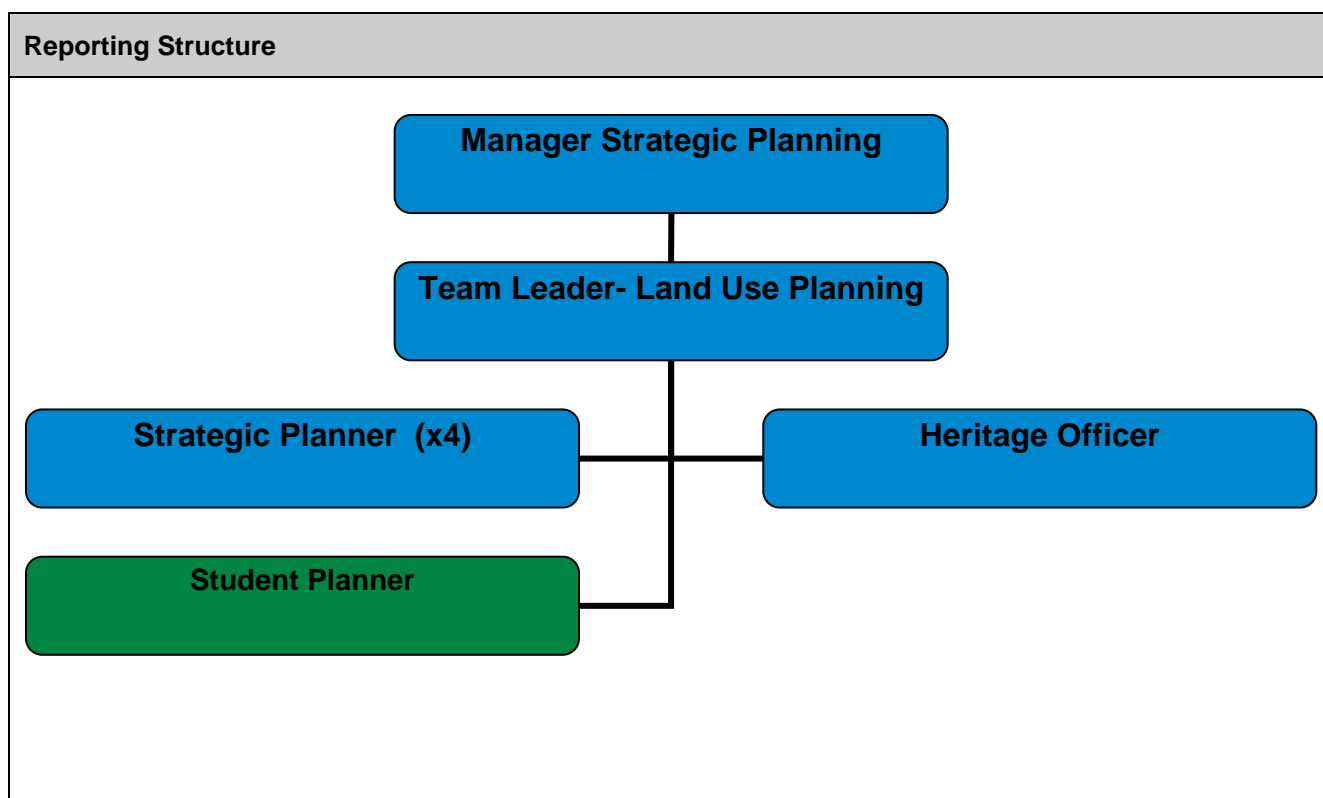


# Position Description

<b>Position Title</b>	Student Planner
<b>Position Number</b>	43141
<b>Division</b>	Planning and Environment Services
<b>Branch</b>	Strategic Planning
<b>Special Requirements</b>	Drivers Licence
<b>Physical and Environmental Demands</b>	Ability to carry out site inspections
<b>Authorities</b>	As applicable and as delegated by the General Manager

<b>Key Direction/s</b>	Actively Managing Camden's Growth
<b>Local Service/s</b>	Land Use Planning



<b>Position Purpose</b>
To contribute to actively managing the growth of the LGA through effective strategic land use planning

Key Result Areas
<ul style="list-style-type: none"> <li>• <b>Environmental Planning Instrument Management</b></li> <li>• <b>Assist in Project Management</b></li> <li>• <b>Customer service</b></li> <li>• <b>Branch activities</b></li> <li>• <b>Corporate Core Values</b></li> </ul>
Key Duties & Responsibilities
<p><b>Development applications and inspections.</b></p> <ul style="list-style-type: none"> <li>• Develop skills to assist in the delivery of strategic landuse projects.</li> <li>• Develop skills to assist and provide advice on planning matters.</li> <li>• Work cooperatively with the team.</li> <li>• Ensure that decisions are in accordance with sound professional judgement and within delegated authorities.</li> <li>• Maintain current knowledge of legislation, policy and procedures that impact on the development process</li> </ul> <p><b>Customer service</b></p> <ul style="list-style-type: none"> <li>• Liaise with and provide assistance to the development industry and community in relation to development applications and development related matters.</li> <li>• Enhance customer service.</li> <li>• Project and promote the image of Council as both efficient and courteous whilst fulfilling the requirements of the legislation.</li> </ul> <p><b>Branch activities</b></p> <ul style="list-style-type: none"> <li>• Ensure effective, efficient and consistent outcomes are achieved.</li> <li>• Report and recommend solutions to problems as necessary.</li> <li>• Assist the team leader in the day to day operations of the team and on all planning matters as required.</li> <li>• Carry out other duties as required.</li> </ul> <p><b>Corporate Core Values</b></p> <ul style="list-style-type: none"> <li>• Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment and Customer Focus.</li> </ul>
Essential and Desirable Criteria
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Undertaking an undergraduate or post graduate degree in Town Planning or a related field.</li> <li>• Well developed oral and written communication skills</li> <li>• Computer skills</li> <li>• Demonstrated ability to apply EEO, OH&amp;S and ethical practice principles and to act with probity at all times</li> <li>• Ability to work both independently and as part of a team</li> <li>• Self-starter.</li> <li>• Ability to liaise with all levels of staff</li> </ul>
WHS Responsibility

Act in accordance with WHS legislation and Council workplace health and safety policies at all times	
<b>Prepared By</b>	Team Leader Landuse Planning
<b>Date Prepared</b>	July 2014