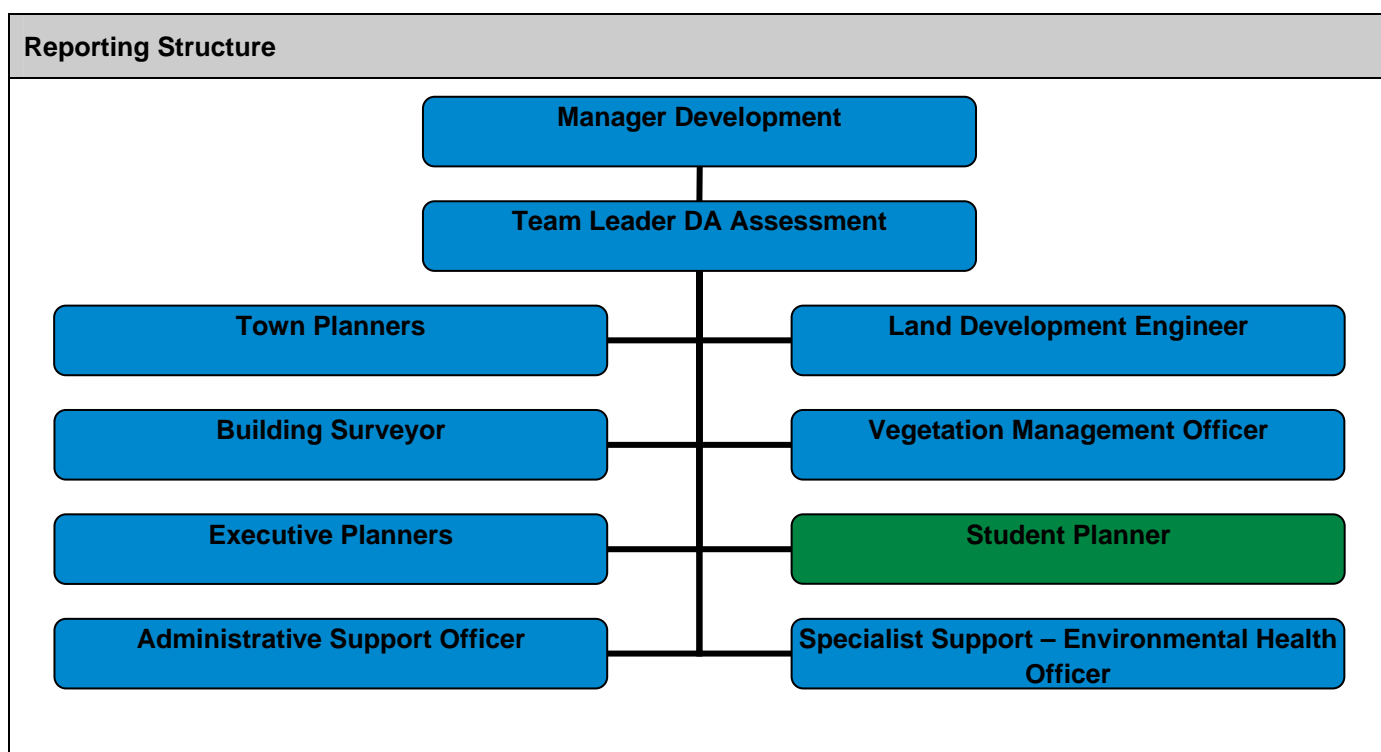


Position Description

Position Title	Student Planner
Position Number	41141
Division	Planning & Environmental Services
Branch	Development
Special Requirements	Drivers Licence
Physical and Environmental Demands	Ability to carry out site inspections
Authorities	As applicable and as delegated by the General Manager

Key Direction/s	Actively Managing Camden's Growth
Local Service/s	Development Control



Position Purpose
To contribute to actively managing the growth of the LGA through effective development control.

Key Result Areas

- **Development applications and inspections.**
- **Customer service**
- **Branch activities**
- **Corporate Core Values**

Key Duties & Responsibilities

Development applications and inspections.

- Develop skills to assess and recommend development applications.
- Develop skills to assist and provide advice on planning matters.
- Work cooperatively with the team.
- Ensure that decisions are in accordance with sound professional judgement and within delegated authorities.
- Maintain current knowledge of legislation, policy and procedures that impact on the development process

Customer service

- Liaise with and provide assistance to the development industry and community in relation to development applications and development related matters.
- Enhance customer service.
- Project and promote the image of Council as both efficient and courteous whilst fulfilling the requirements of the legislation.

Branch activities

- Ensure effective, efficient and consistent outcomes are achieved.
- Report and recommend solutions to problems as necessary.
- Assist the team leader in the day to day operations of the team and on all planning matters as required.
- Carry out other duties as required.

Corporate Core Values

- Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment and Customer Focus.

Criteria	
Essential <ul style="list-style-type: none"> • Undertaking an undergraduate or post graduate degree in Town Planning or a related field. • Well developed oral and written communication skills • Computer skills • Demonstrated ability to apply EEO, OH&S and ethical practice principles and to act with probity at all times • Ability to work both independently and as part of a team • Self-starter. • Ability to liaise with all levels of staff 	
WHS Responsibility	
Act in accordance with WHS legislation and Council workplace health and safety policies at all times	
Prepared By	Team Leader DA Assessment
Date Prepared	January 2015