

Position Description

Senior Planner

Band 4

Enterprise Bargaining Agreement

Planning and Development

Triabunna

October 2025



OUR VISION

We want Glamorgan Spring Bay to be:

Prosperous, vibrant and inclusive. A place where people want to live, work and visit.

POSITION OBJECTIVE

To provide a high standard of professional land use planning advice as required and to correctly and efficiently process planning and related applications submitted to Council in accordance with Council policy and procedures.

ORGANISATIONAL RELATIONSHIPS

Reports to: the Director Planning & Development

Direct Reports: Planner

KEY ACCOUNTABILITIES / CHALLENGES

- Deliver proactive, customer-oriented outcomes consistent with legislative processes and outcomes.
- Deliver quality customer service whilst working within legislative parameters and constraints.
- Meet deadlines and statutory timeframes.

PRIMARY RESPONSIBILITIES

- Process, assess and report on planning applications and related applications.
- Support the team in ensuring compliance activities are carried out on time, minimising scope for legislative breach.
- Preparation of evidence and presentation to the Resource Management & Planning Appeal Tribunal and Tasmanian Planning Commission as required.
- Respond to verbal and written enquiries for advice concerning development application matters and planning generally, including enquiries from both internal and external stakeholders and the community.

- Authorise and sign correspondence in accordance with delegation of authority as it relates to planning matters.
- Participation in process improvement initiatives as it relates to the Department.
- Ensure legislative processes are implemented in full for all applications.
- Assists Regulatory Services Officers with administrative and customer service needs.
- Assists other Council staff understand and comply with land use and other regulatory approvals related to planning and development.
- Maintain a high standard of knowledge of land use planning and related matters.
- Assessment of complex planning applications.
- Working with developers proposing significant land development or commercial projects to identify issues and potential resolutions.
- Provide supervision, mentorship and support to graduate and planner staff.
- Attend meetings with the General Manager and Elected Members when requested to provide planning advice and information.
- Identify opportunities to streamline assessment processes and improve the customer experience as it relates to development matters.

ALL STAFF RESPONSIBILITIES

- Ensure that safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.

Qualifications and Experience

Mandatory

- A current C class driver's licence.

Desirable

- Completed, or working towards completing, a tertiary qualification in a planning related field.

SELECTION CRITERIA

1. Demonstrated experience to interpret and apply the requirements of a planning scheme and associated legislation and regulation, and to use this experience to provide authoritative advice to support land use planning decision-making and approval processes.

2. Highly developed written skills as evidenced by producing briefing materials for Executive, materials to support community consultation, authoring/editing key policy and/or strategy, developing procurement materials and administering contracted parties.
3. Demonstrated ability to provide direction, leadership, mentoring, support and performance management.
4. Demonstrated ability to develop effective and productive relationships with a diversity of stakeholders including community groups, property owners and developers, commercial operators, utility providers, other Councils and State government departments.
5. Demonstrated ability and commitment to identify and implement opportunities to improve workplace culture and business efficiency.