

Position Title	PRINCIPAL PLANNER (INFRASTRUCTURE)
Position No.	P6636
Department	Planning and Regulatory Services
Branch	Development Planning
Award Stream and Level	Technical Service Stream Level 7 – 8
Review Date	June 2022

Our Purpose	Together we proudly enhance the quality of life for our community.
Our Values	Underpin behaviours that support and enable us to work constructively together to achieve our purpose.

1. PRIMARY ROLE:

To provide support to the Manager, Development Planning and the Section Managers (Development) in the administration of infrastructure planning functions to ensure that development within the City of Ipswich satisfies the requirements of Council’s Planning Scheme, LGIP, Local Laws, Policies and the governing legislation in an ethical and professional manner.

2. ORGANISATIONAL STRUCTURE:

This position reports to the Manager, Development Planning.

Our Values:



COLLABORATION



COMMUNICATION



INTEGRITY



EFFICIENCY



LEADERSHIP

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3. KEY RESPONSIBILITIES:

- 3.1 Manage and undertake infrastructure planning functions within the Development Planning Branch.
- 3.2 Operate as a senior specialist in formulating, implementing, co-ordinating, monitoring and evaluating plans, operational policies and procedures, projects and programs relating to infrastructure co-ordination including preparation and execution of infrastructure agreements and maintenance of infrastructure agreement registers.
- 3.3 Contribute to the updating and maintenance of infrastructure charges registers and financial reports.
- 3.4 Contribute to the creation and maintenance of the LGIP and AICR as it relates to the functions of the Development Planning Branch. Assist with matters relating to capital works delivery.
- 3.5 Consult, advise and negotiate on infrastructure planning matters with developers, consultants and members of the public and internal assessment partners.
- 3.6 Provide expert advice to other areas of Council's operations including: Committees, boards, panels, the Chief Executive Officer and Executive Management Team, other Managers and staff within the Planning and Regulatory Services Department and to other Departments as required.
- 3.7 Appear, as necessary, in Court on Council's behalf as an expert witness.
- 3.8 To report to the Manager, Development Planning on a regular basis on matters directly relating to infrastructure planning functions.
- 3.9 To provide leadership and direction to members of the branch in respect of the approach to be taken on infrastructure planning to ensure that outcomes maximise achievement of Council's development objectives.
- 3.10 Mentor other members of the development team, branch and students in respect of infrastructure planning issues, principles and practices and create and maintain workflows for the purpose of succession planning.
- 3.11 Perform any other duties that are reasonably within the competency, skills and training of incumbent as may be directed from time to time by the Manager, Development Planning or the General Manager, Planning and Regulatory Services.

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4. CORPORATE EXPECTATIONS:

- Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council’s Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
 - Plan work activities identifying hazards and controls in consultation with workers
 - Conduct and record site inspections and risk assessments (including hazard identification, risk analysis, control measures and treatments)
 - Investigate all accidents and near misses using the appropriate tools and recording systems
 - Allocate appropriately skilled workers, resources and equipment to ensure activities can be carried out safely
 - Participate in the resolution of WHS issues in work areas, projects and sites
 - Cease and reassess work if a hazard control measure fails or is ineffective
 - Assist in workforce planning and training
 - Ensure workers attend scheduled safety training
 - Communicate hazards and controls as identified in the planning process
 - Report on issues/incidents/hazards and near misses related to work activities
 - Conduct regular safety conversations/Interactions
 - Ensure accountability of workers.
- Employees are expected to be familiar with and follow the spirit and content of Council’s Diversity and Inclusion Strategy where people feel valued and respected and ideas and perspectives are sought out.
- Employees are expected to be familiar with and comply with the *Human Rights Act 2019*, and make decisions in a way that is compatible with Human Rights.

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5. QUALIFICATIONS:

Mandatory:

Possess a degree in town planning, engineering or a related field from a recognised University or other tertiary education institution (essential).

Be eligible for membership of the relevant professional body (i.e. P.I.A.).

Desirable:

Possess a postgraduate degree, diploma or experience in management or a similar relevant field.

6. SELECTION CRITERIA – LEVEL 7:

The interview panel will select the most suitable applicant for appointment to the position based on the following requirements:

- 6.1 Extensive knowledge of relevant Queensland planning legislation.
- 6.2 Extensive knowledge in the fields of development assessment/ statutory planning, planning coordination, land use planning, infrastructure planning or multi-disciplinary project management and demonstrated experience in negotiation, exercising judgement and problem solving based on planning principles relating to matters of a complex development nature.
- 6.3 High-level ability to lead, manage and supervise work of a development nature under limited direction that is of significant scope and/or complexity including but not necessarily limited to: development assessment; infrastructure co-ordination; appeals management; development negotiations; and business improvement initiatives.
- 6.4 Advanced level skills sufficient to undertake functions across a range of administrative, specialist or multi-disciplinary operational areas and teams which include specific programs and/or activities, operating as an integral member of that team, and as a development assessment expert.
- 6.5 High-level analytical, organisational and time management skills including planning and organising work programs linked to statutory and non-statutory time constraints.
- 6.6 Highly developed interpersonal skills sufficient to communicate effectively (in both oral and written forms) to internal and external stakeholders including extensive experience in consulting and negotiating matters of a complex planning, development or technical nature.
- 6.7 High level of commitment and ability in adapting to, and staying current with, changing technology as it relates to the position.

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- 6.8 Advanced-level skills including the ability to be outcome focussed and foster teamwork within a professional work group, including demonstrated ability to mentor other members of the development branch and students.
- 6.9 Demonstrated ability to work autonomously, or under the limited direction.

7. SELECTION CRITERIA – LEVEL 8:

The interview panel will select the most suitable applicant for appointment to the position based on the following requirements:

- 7.1 Extensive detailed knowledge of relevant Queensland planning legislation.
- 7.2 Expert knowledge in the fields of development assessment/ statutory planning, planning coordination, land use planning, infrastructure planning or multi-disciplinary project management and extensive experience in negotiation, exercising judgement and problem solving based on planning principles relating to matters of a complex development nature.
- 7.3 High-level ability to lead, manage and supervise work of a development nature under broad direction that is of significant scope and/or complexity including but not necessarily limited to: development assessment; infrastructure co-ordination; appeals management; development negotiations; and business improvement initiatives.
- 7.4 Extensive high-level skills to undertake functions across a range of administrative, specialist or multi-disciplinary operational areas and teams which include specific programs and/or activities, operating as an integral member of that team, and as a senior development assessment expert.
- 7.5 High-level analytical, organisational and time management skills including planning and organising work programs linked to statutory and non-statutory time constraints.
- 7.6 Highly developed interpersonal skills sufficient to communicate effectively (in both oral and written forms) to internal and external stakeholders including extensive experience in consulting and negotiating matters of a complex planning, development or technical nature.
- 7.7 High level of commitment and ability in adapting to, and staying current with, changing technology as it relates to the position.
- 7.8 High-level skills including the ability to be outcome focussed and foster teamwork within a professional work group, including demonstrated high level ability to mentor other members of the development branch and students.
- 7.9 Demonstrated high-level ability to work autonomously, or under the limited direction.