

POSITION DESCRIPTION



POSITION TITLE:	Paraplanner
AWARD/ CLASSIFICATION:	Local Government (State) Award / Band 2 Level 3
DEPARTMENT / DIRECTORATE:	Development Services / Sustainability & Growth
PRIMARY LOCATION:	Moama

POSITION OBJECTIVES

The Paraplanner role supports the Development Services Team by providing high-level assistance to technical staff in town planning-related tasks. This role involves liaising with both internal and external stakeholders, aiding in the assessment of planning applications submitted to Council, and contributing to the delivery of exceptional customer service. Key responsibilities include learning and applying town planning fundamentals to ensure effective evaluation and processing of planning applications.

KEY RESPONSIBILITIES

At MRC, responsibility focuses on defined roles and processes that must be in place to achieve a accountability.

- Provide high level assistance to Council's Town Planners and technical staff on applications as received by Council.
- Assist with the preparation of reports to Council and Senior Management as required.
- Assist technical officers in undertaking assessments of Development Applications (DA), Section 4.2A 'Dwelling Entitlement' Applications, Tree Removal Applications and other related applications and Certificates in accordance with Council's policies, procedures and relevant legislation and make recommendations within delegated authority.
- Undertake site inspections in accordance with assessment requirements.
- Undertake administrative duties to assist the Development Services Department in relation to (but not limited to)
 - Lodgement, assessment and determination of applications
 - Stamping plans
 - Maintain Council registers.
 - Liaising with internal and external stakeholders, including completion of referral and notification tasks.
 - Complete Section 10.7 Planning Certificates.
- Contribute to, complete and update Monthly Operational Reporting (MOR) as required.
- Under guidance, demonstrate understanding of planning legislation including Local Environmental Plans, State Environmental Planning Policies and Council's Development Control Plans.
- Under guidance, act as Council's duty development officer (including attend to front desk enquiries, phone calls and emails), DA meetings, site meetings and all other related planning/land use control enquiries to

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external customers.

- Work cooperatively to review, improve and integrate processes, policies, systems and procedures.
- Under guidance, undertake planning compliance functions relevant to the *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993* and *Protection of the Environment Operations Act 1997*, as required (including at times writing Notices of Intention to serve an Order, Orders etc.).
- Communicate directly with Applicants and other members of the public during Development Application assessment and notification.
- Contributes and participates in annual performance reviews and discussions.
- Ability to participate in performance discussions and willing to give and receive constructive feedback.

The incumbent can expect to be allocated duties not specifically mentioned in the documents, but within the capacity, qualification and experience normally expected from persons occupying positions at this classification and the Local Government (State) Award 2023.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Senior Town Planner
Direct Reports:	NIL
Internal Liaisons:	All Staff
External Liaisons:	External Stakeholders, Committees and Customers

KEY ACCOUNTABILITIES

Accountabilities align to the key services council must provide both internally and externally. At MRC we have defined the accountabilities for each area into S, B, P & O Accountabilities.

S – Strategic Accountability Holder. Strategy, Concept, Direction

B – Business Manager Accountability Holder. Development, Planning and Business Management

P – Projects Accountability Holder. Projects, Implementation with Fixed Start/End Date

O – Operationalising Accountability Holder. Doing, Delivery, Finalisation, Ongoing.

This position contributes to the business unit portfolio accountabilities.

JUDGEMENT AND DECISION MAKING

- Make decisions based on knowledge of department goals and objectives.
- Use previously acquired experience and knowledge to solve problems.
- Guidance and advice would usually be available within the time required to make a decision.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to use technology, and follow relevant policies, procedures, processes, regulations, and precedents relevant to the unit.

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- Well-developed organisational skills with the ability and willingness to adapt within a team environment of fluctuating workloads and changing priorities in order to meet operational outcomes.
- Experience in Microsoft Office 365 including Outlook, Word, Excel and willingness to learn additional programs as require.
- Ability to work independently with minimal supervision, whilst managing tasks and priorities. Demonstrated problem solving and decision-making skills.
- Thorough understanding of and adherence to Workplace Health and Safety and Industrial Relations legislation.

MANAGEMENT SKILLS

- Effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.
- Knowledge of personnel policies and practices.

INTERPERSONAL SKILLS

- Outstanding written and verbal communication skills, including the ability to communicate, negotiate and resolve conflict with a wide range of stakeholders; and establish and maintain effective professional relationships with internal customers across all levels of Council.
- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to establish rapport and to contribute to a pro-active work culture.
- Preparation of external correspondence.
- Ability to maintain a high level of professionalism, integrity, and confidentiality at all times.

WORK HEALTH AND SAFETY

- Follow Council's WHS policies and procedures as instructed.
- Ensure their actions do not adversely affect the health and safety of themselves or any other person.
- Report all WHS hazards and incidents to their supervisor as soon as possible.
- Participate in all required WHS training.
- Follow all reasonable directions from supervisors, managers and others in regard to safety.

QUALIFICATIONS AND EXPERIENCE

Mandatory

- Current Australian Driver's Licence (Class C)
- National Police Check

Key Selection Criteria

1. Demonstrated interest in town planning, with a proactive approach to learning and applying planning principles and practices.
2. Good organisational skills with the ability and willingness to adapt within a team environment of fluctuating workloads and changing priorities to meet operational outcomes.
3. Willingness to attend webinars, short courses and training as required to learn skills and gain knowledge necessary for the role.
4. Showcase your commitment to our values. Ability to manage own behaviours in line with Council's values.

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5. Proficiency in Microsoft Office 365 programs (including Outlook, Word, Excel), and the internet and willingness to learn additional programs as required.

Council vision and values

Murray River Council's vision is to enable a healthy, liveable and prosperous community.

Our mission is to work with each of our unique communities to foster economic growth and prosperity, support community health and wellbeing, and protect and enhance our environment.

While planning effectively for the future to ensure appropriate infrastructure and services that will support quality lifestyles and provide recreational opportunities for our Murray River community (for all ages).

We have five core values that drive us and our behaviours.

Murray River Council values and behaviours

RESPECT	ACCOUNTABILITY	INTEGRITY	SUSTAINABILITY	EXCELLENCE
Building trust to foster positive relationships that create an inclusive and supportive workplace and community.	Taking responsibility for decisions and actions and being transparent about processes and outcomes.	Acting honestly and ethically in all council activities.	We promote sustainability by committing to practices that support the long-term health of the environment, economy and society.	We demonstrate excellence by committing to high standards in the delivery of all our services.
				

Organisational Expectations

As a member of the Murray River Council Team, we expect you to respect and undertake the following activities:

Vision, Mission, Values	Abide by and actively live Council's Vision, Mission and Values.
Dignity & Respect	Treat everyone in the workplace and community the way you would like to be treated, with kindness and courtesy. Ensure this is a part of every interaction you have.
Work, Health & Safety	Adhere to relevant Work, Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.

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Risk Management	Read, understand and comply with conditions as set out in the Risk Management Policy and undertaken all relevant risk management training.
Records Management	Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at Murray River Council in the Corporate Record Management system.
Customer Service & Communication	- Ensure a high level of customer service through effective and efficient use of equipment. - Liaise with internal and external service providers and always represent Council in a positive and professional manner. - Commitment to meeting the needs of the customers (internal or external).
Code of Conduct & EEO	Encourage and promote behaviours consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.
Teamwork	- Treat all colleagues professionally and respectfully at all times. - Support other Department activities as required by Murray River Council's Delivery Plan.
Report writing	- Contribute to, complete or update Monthly Operational Reporting (MOR) as required. - Contribute to additional reporting as required.

Employee Declaration

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the responsibilities and accountabilities outlined in the position description may vary from time to time.

INCUMBENT:

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Signature & Date

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Print Name