



# *POSITION DESCRIPTION*

**POSITION TITLE:** STATUTORY PLANNING TEAM LEADER

**TENURE:** FULL TIME

**LOCATION:** TRARALGON

**EBA:** WGCMA EBA 2015

**CLASSIFICATION:** GRADE 5

**MANAGEMENT UNIT:** STATUTORY PLANNING

**DATE APPROVED:** November 2019

**APPROVED BY:** Adam Dunn

## A ORGANISATIONAL AND POSITION OBJECTIVES

### 1 Organisational Unit

The Statutory Planning Team within the WGCMA's Statutory Planning Unit:

- provides flood and floodplain development advice direct to the community,
- responds to Planning Permit referrals and notices from local government,
- assists with the coordination of rural drainage
- issues approvals for works on waterways.

These statutory services are also provided under contract to the East Gippsland and Corangamite CMAs.

### 2 Position

The Statutory Planning Team Leader will coordinate and lead the Statutory Planning Team to deliver the statutory services listed above to a very high standard and within the agreed statutory time frames. The position reports to the Statutory Planning Manager who has overall responsibility for delivering our statutory services as delegated by the WGCMA Board.

## B ORGANISATIONAL RELATIONSHIPS:

<b>Reports To:</b>	Statutory Planning Manager
<b>Supervises/Manages:</b>	Statutory Floodplain Officer * 3
	Statutory Waterways Officer
	Statutory Functions Administrative Support Officer *2
	Industry Placement Students
<b>Internal Liaisons:</b>	CMA Managers
	CMA Staff
	Board members
	Community Consultative Committee members

<b>External Liaisons:</b>	Local Government
	Landowners
	Developers
	Victorian Civil Administrative Tribunal (VCAT)
	Government agencies including DELWP, DJPR, Parks Vic and EPA
	Other CMAs
	Urban Water Authorities
	Southern Rural Water
	Professional advisors retained by the Authorities
	Professional organisations
	Community & Industry Groups
	State Government representatives
	Australian Government representatives

## C OUR VISION AND VALUES

We commit to working respectfully and supportively with and for our staff, our communities and the environment. Our ethics are based on integrity, fairness and credibility. This forms the basis for how we at West Gippsland CMA Approach our work.

## D KEY OUTPUT (ACCOUNTABILITY) AREAS

### 1. Lead the Statutory Functions Team

- Provide leadership and direction to the Statutory Planning Team.
- Coordinate and assess the performance of Team members.
- Manage budgets relating to floodplain management, drainage and statutory planning activities.
- Develop and deliver works programs relating to statutory planning.

### 2. Support the Gippsland Floodplain Officer

- Attend meetings of the Victorian Floodplain Managers' Network.

- Contribute to emergency management activities in times of flood.

### **3. Support the Floodplain Project Officer**

- Lead the implementation of the West Gippsland Floodplain Management Strategy
- Manage individual floodplain management projects, including the preparation of project briefs, the management of consultants and project steering committees, as required.
- Monitor and report on floodplain management projects to State and Federal funders

### **4. Provide Statutory Planning services**

- Ensure that the WGCMA meet our statutory requirements with respect to floodplain management and waterway management.
- Coordinate the input of specialist advice from other Units within the CMAs to ensure best possible planning outcomes.
- Provide advice to the community, Councils and other agencies on flooding and waterway management.
- Develop and update procedures and update the Statutory Planning Handbook
- Support the preparation and implementation of planning scheme amendments.
- Identify and pursue sources of funding for floodplain projects.

### **5. Consult with the Community and other Stakeholders on Key Floodplain and Surface Water Projects**

- Represent the Authority in public presentations and forums and in meetings with landowners and community groups.
- Represent the Authority in meetings with local government and other agencies.
- Undertake community consultation processes for important floodplain projects.

### **6. Support Works on Waterways Permits processes**

- Implement an efficient and effective process for the application, assessment and issuing of Works on Waterways permits.

- Undertake site inspections and provide guidance on waterway health and NRM issues as required.
- Ensure that the CMAs meet their obligations under the *Water Act 1989* and State-level guidelines.
- Maintain a database of applications and permits.

## 7. Reporting

- Devise, implement and maintain an adequate reporting regime, including monthly reporting on statutory planning activities

## E SPECIALIST KNOWLEDGE AND SKILLS

- Technical understanding of floodplain, flooding, drainage and waterway health issues.
- Detailed understanding of the Victorian Planning Provisions and Local Government Planning Schemes.
- Understanding of National and State principles for floodplain management.
- Understanding of rural communities and community engagement processes.
- Knowledge of CMA activities and State Government policy in natural resource management.
- High level competence in the management of planning databases and at least a functional understanding of GIS.

## E1 MANAGEMENT SKILLS

- Demonstrated ability to manage a high-performance team to achieve individual and shared goals.
- High level of competence in problem solving and seeking innovative solutions.
- Demonstrated ability to prepare written submissions and the ability to produce reports which are informative, reflect canvassed opinion and have clear recommendations.
- Sound level of computer literacy with the Microsoft suite of programs.
- Well developed time management, planning and priority setting skills.
- Sound project management skills and experience working with project teams.
- Capacity to review and contribute to the formulation of policies and procedures.
- Financial management skills with the ability to prepare, interpret, understand and monitor project budgets.
- Ability to manage contracts and oversee the work of consultants and contractors.

## E2 INTER-PERSONAL SKILLS

- Highly developed communication skills to positively engage stakeholders from community, industry and government.
- High level verbal and written communication skills.
- Proven ability to influence clients, government departments and agencies, tribunals and CMA staff.
- Demonstrated ability to mediate and resolve disputes related to statutory planning referrals or other decisions.
- Demonstrated negotiation and consultation skills to effectively deal with landowners and convince them of appropriate waterway, drainage and floodplain management requirements.
- Ability to engage a range of internal and external stakeholders in the development and implementation of Action Plans.

## E3 QUALIFICATIONS AND EXPERIENCE

- Possession of an appropriate tertiary qualification in town planning, engineering, environmental and/or natural resource management, or relevant experience in a related field.
- Demonstrated skills and experience in local government, water industry or natural resource management, particularly related to flooding, floodplain management, drainage and waterway management.

## F JUDGEMENT AND DECISION MAKING (Task Difficulty and Thinking Demands)

- High level independent thinking, judging and decision-making skills.
- Decisions that are likely to affect CMA policies and procedures or have wider political implications are made in consultation with the Statutory Planning Manager.
- Ability to make complex decisions based on relevant policies, procedures and guidelines.
- Decision-making is assisted by the following plans and policies:
  - Victorian Floodplain Strategy
  - West Gippsland Floodplain Management Strategy
  - Victorian Drainage Strategy
  - Statutory Functions Policy

- VPP Practice Notes & Guidelines

## G ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Ability to represent the Authority on various committees in a professional and sensitive manner to pursue the goals and objectives of the Authority.
- Represent the CMAs in negotiations and communication with external liaisons as appropriate.
- Carry out duties in a responsible and professional manner with strong consideration for sensible OH &S and work place relations.
- Represent the CMAs in negotiations with external stakeholders, as may be appropriate, in accordance with the CMAs' adopted policies.
- Commit expenditure on behalf of the WGCMA in accordance with the WGCMA's purchasing policy.
- Sign planning referral responses, as per the delegation register in the Statutory Functions Procedure.
- Sign Works on Waterways permits as per the delegation register in the Statutory Functions Procedure.

## H HEALTH AND SAFETY

The Communications and Marketing Coordinator must adhere to all WH&S obligations as per the WGCMA WH&S Manual, Policy and Procedures.

WGCMA is committed to protecting the health, safety and wellbeing of its employees. To achieve this WGCMA strives to ensure that employees are not required or permitted to undertake work for which they are not suited, and to take appropriate measures to allow work to be done in a manner which will not put any person at risk related to their health and safety. The following information is provided to identify health and safety issues specific to this role.

- Travel/drive at night and/or for extended periods
- Attend, participate in and present information at community meetings at various locations
- Activities associated with office work, including sedentary desk work
- Meet deadlines
- Resolving disputes through negotiation or mediation with individuals or groups
- Ability to deal with third parties in conflict or adverse conditions
- Frequent dealings with members of the public required
- Ability to work in the field

## I OTHER

### 1. General

- (a) This position is Full time. The successful applicant will be engaged pursuant to the current WGCMA Enterprise Bargaining Agreement
- b) Superannuation contributions will be made by WGCMA on the employee's behalf in accordance with the Superannuation Guarantee Legislation.
- c) A six month probationary period applies to this position

### 2. Location

The role will be located in the WGCMA offices in either Traralgon or Leongatha. Travel between the two locations will be required.

### 3. Code of Ethics

The WGCMA would require the participant to adhere to the following principles: "He or she shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of special opportunities arising from his or her employment with the Authority".

### 4. Private Practice

The successful applicant will not be permitted to engage in any trade, profession or business without the approval of the WGCMA Chief Executive Officer.

### 5. Smoking Restriction Program

The WGCMA provides a smoke free work environment and a non-smoking policy applies throughout all areas of WGCMA's operations including all vehicles.

### 6. Driver's Licence

A current Victorian Driver's licence is essential to this position and must be produced, prior to commencement, for verification. Loss of licence may result in termination of this position, should it occur in the period of employment.

### 8. Equal Opportunity

WGCMA is an equal opportunity employer.

### 9. Privacy

The WGCMA collects personal information in accordance with the Privacy and Data Protection Act 2012. Information provided by you in support of your application will only be used in consideration of this vacancy. To protect your privacy all documentation provided by you will be destroyed at the conclusion of the recruitment process.

### 10. Financial Delegation



This position has a financial delegation of \$5,000 as designated by the Board.

## 11. Performance Review

The position incumbent will undergo an annual performance assessment to enable performance outcomes are being met.

## 12. Employment Principles

The employment principles reinforce the public sector values. The principles are essential to a highly effective and harmonious workplace and are to ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human rights as set out in the Charter of Human Rights and Responsibilities Act 2006 are upheld
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

All employees have the following responsibilities to:

- Understand and maintain the Victorian Public Sector Code of Conduct
- Understand and maintain the associated CMA Policies

If at any time employees are in doubt about the consequences of their actions they should seek guidance from their Unit Manager or Team Leader as appropriate

## J KEY SELECTION CRITERIA

- Demonstrated understanding of floodplain management, waterway health, drainage and natural resource management issues, policy and programs.
- Demonstrated experience in the application of land use planning processes (ie the Victorian Planning Provisions and local government planning schemes).
- Proven ability to provide floodplain and waterway advice to local Councils, other authorities and the community.
- High level communication and interpersonal skills to engage stakeholders from community, industry and government.
- Well developed time management, planning and priority setting skills and the capacity to manage multiple projects.