

Kingborough Council

Information Package for Applicants



Position: Environmental Planner, Position Number 000689

Employment Status: Ongoing, Part Time (16-24 hours per week)

Department: Development Services Department

Contact: Tasha Tyler-Moore, Manager Development Services
on 03 6211 8200

Applications Close: Monday 13 December 2021



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. Kingborough's population is currently estimated at 39,000 and it is expected to exceed 40,000 by 2023. The strong growth in population is reflected through the significant number of housing approvals in the municipality over the last 10 years. On average, Council approves more than 200 new dwellings per year.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 19,000 rateable properties and the Council has an estimated consolidated income of approximately \$44M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, environment and infrastructure, and recreational and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, and an extensive network of sporting grounds, natural assets and reserves, local halls, and community facilities.

Council is implementing two major development projects, Kingston Park and Transform Kingston, for the revitalisation of the central business district in Kingston. Kingston Park is an 11-hectare Council owned property that is being developed in accordance with a master plan that provides for a mix of commercial and residential uses, together with public open space, and community and cultural facilities. At the heart of Kingston Park is the Kingborough Community Hub and the recently opened Kingston Park playground that draws on the natural Tasmanian environment, Aboriginal history and way of life.

Position Advertisement

Environmental Planner

Council has an exciting opportunity for an experienced Environmental Planner to join its Development Services team. Kingborough is experiencing rapid growth in development in our urban, rural, and coastal environments. This position is involved in the assessment of applications for development while balancing the competing needs for new or extended development and the natural environment. The role is also responsible for undertaking other statutory planning duties.

Ideally you will have a tertiary qualification in a relevant field such as environmental planning, natural resource management or statutory planning. Recent graduates in environmental science disciplines are encouraged to apply. The position requires the ability to interpret legislation and statutory planning controls, as well as strong organisational skills and communication skills.

The role is part time, 16-24 hours per week, and offers a salary based on a full time equivalent of \$77,785 to \$85,944 per annum, depending on skills and experience. For more information, please contact Tasha Tyler-Moore, Manager Development Services on 03 6211 8200.

How to apply: A copy of the position description for this vacancy and information detailing requirements for applications are available on Council's website www.kingborough.tas.gov.au. All applications must include a document addressing the selection criteria and a current resume.

Applications close at **10am on Monday 13 December 2021** and can be submitted online through the Employment Portal on Council's website.

Selection Criteria

Environmental Planner

Please provide a written statement which addresses the selection criteria in your application.

Essential

1. A tertiary qualification in environmental planning, natural resource management, planning and/or another relevant qualification that will enable full membership of the Planning Institute of Australia.
2. Demonstrated technical skills in environmental planning and natural resource management.
3. Well-developed analytical, interpretative, and problem-solving skills and demonstrated ability to analyse statutory planning issues with professional support.
4. The capacity to interpret and apply the requirements of the planning scheme, legislation, by-laws, and relevant planning policy frameworks associated with the statutory planning process.
5. Sound knowledge of Tasmanian native vegetation communities, plant species and key habitats for threatened and iconic fauna species.
6. Competent negotiation and interpersonal skills and the ability to liaise and negotiate with applicants and specialist consultants.
7. Competent computer skills using MS Office software including Geographic Information Systems relevant to the role.
8. Demonstrated ability to prepare clear and concise reports and correspondence on all matters relevant to the position.
9. Ability to effectively plan, organise and manage own time to achieve targets within set timeframes.

Licences

1. Current unrestricted motor vehicle driver's licence.
2. White Card - Working Safely in the Construction Industry, or the ability to obtain this licence.

Position Description

ENVIRONMENTAL PLANNER

POSITION DETAILS

Position No.	000689	Department	Development Services
Employment Status	Ongoing part time	Location	Civic Centre
Unit	Planning	Classification	Professional Officer, Level 2 (depending on skills and experience)

POSITION OBJECTIVE

Under the direction of the Senior Environmental Planner, this position is responsible for:

- Ensuring technical environmental advice is integrated into the statutory planning process, including the assessment of development applications with environmental issues.
- The effective and efficient completion of other planning tasks associated with the assessment of planning applications and the preparation of reports within Council's statutory planning processes.

KEY FUNCTIONS AND RESPONSIBILITIES

- Assess development applications and ensure compliance with Council's planning scheme, predominantly in relation to environmental matters but may also include general planning issues.
- Undertake site inspections and other investigations in relation to development applications.
- Provide technical environmental advice to Planning staff on the assessment of development applications.
- Provide advice on standard further information requests and permit conditions regarding environmental-related issues for use in the statutory planning process.
- Prepare statutory planning reports and recommendations for consideration by the Manager Development Services and Council.
- Undertake any necessary follow-up action in relation to the implementation or enforcement of environmental conditions in planning permits.
- Provide advice and assistance to developers, designers, and members of the public regarding environmental planning requirements.

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- Work closely and cooperatively with other staff members within the Development Services Department, seeking assistance as appropriate.
 - Assist the Customer Service Unit and other Council staff with advice on statutory planning matters relating to environmental issues. Promote helpful, constructive and co-operative attitudes when dealing with the community, Councillors and other staff.
 - Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are working at an experienced level and are responsible for undertaking their own work without direct supervision, although regular reports to Senior Environmental Planner may be necessary. They may also provide guidance to other less experienced Officers.

Judgment and problem solving: Employees at this level operate at an experienced level in delivering specialist and complex work which requires a high level of skill and knowledge. The position requires the capacity to work independently and without direct supervision, although advice and support is available from Senior Environmental Planner as required.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** - Councillors, Management Team and all staff.
2. **External** – Community, customers, contractors, consultants, local government professionals, Government agencies.
3. **Direct Reports** - This role reports directly to the Senior Environmental Planner but may also take direction from the Manager Development Services. The role has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- A tertiary qualification in environmental planning, natural resource management, planning and/or another relevant qualification that will enable full membership of the Planning Institute of Australia.
- Demonstrated technical skills in environmental planning and natural resource management.
- Well-developed analytical, interpretative and problem-solving skills and demonstrated ability to analyse statutory planning issues with professional support.
- The capacity to interpret and apply the requirements of the planning scheme, legislation, by-laws and relevant planning policy frameworks associated with the statutory planning process.
- Sound knowledge of Tasmanian native vegetation communities, plant species and key habitats for threatened and iconic fauna species.
- Competent negotiation and interpersonal skills and the ability to liaise and negotiate with applicants and other specialist consultants.
- Competent computer skills using MS Office software including Geographic Information Systems relevant to the role.
- Demonstrated ability to prepare clear and concise reports and correspondence on all matters relevant to the position.
- Ability to effectively plan, organise and manage own time to achieve targets within set timeframes.

Licences

- Current unrestricted motor vehicle driver's licence.
- White Card - Working Safely in the Construction Industry, or the ability to obtain this licence.

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Include any relevant information in relation to each of the Selection Criteria and attach supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You must forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you are seeking the position with the Council.
- A written statement addressing each of the Selection Criteria for the position.
- A current copy of your resume.

Please note that a National Police check will be required for this position.

How to apply:

- Your application should be addressed “**Confidential Job Application – Environmental Planner, Position Number 000689**” and submitted online through the Employment Portal on Council’s website at www.kingborough.tas.gov.au.
- **Applications close at 10am on Monday 13 December 2021.**

Thank you for your interest in employment with the Kingborough Council.

Employee Entitlements and Benefits

Code of Conduct

The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website, <https://www.kingborough.tas.gov.au/wp-content/uploads/2020/11/Code-of-Conduct-Policy-2020.pdf>

Employment Provisions

The employment provisions for this position are in accordance with the *Kingborough Council Enterprise Agreement No 9 of 2017* or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au

Classification and Salary:

This position is classified under the Enterprise Agreement as Professional Officer Level 2, based on skills and experience.

Hours of Work:

The position is offered on a part-time basis (maximum 24 ordinary hours per week).

Superannuation

Council meets the requirements of the *Superannuation Guarantee Act* and currently contributes 12.5% as the employer superannuation contribution.

Leave

Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long service leave is available after 10 years' service and the period of service is transferable

Health and Wellbeing

between Tasmanian Councils.

Our employees may also purchase an additional two week's annual leave.

Paid parental leave entitlements are available – 12 weeks for the primary care giver and two weeks for the non-primary carer giver after 12 months service.

Paid leave is also available for employees involved in voluntary emergency services and for staff experiencing family violence.

Council supports and encourages an active and healthy work environment and offers a workplace health and wellbeing program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.

Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.

Relocation Costs

Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.

Uniform and PPE

Council supplies personal protective equipment and uniform items to operational employees, as well as those employees working in inspectorial positions.

An annual uniform allowance for the purchase of the NNT uniforms local government range is also available to office-based staff. Information is available at <https://www.nnt.com.au/local->

Other Employee Benefits

[government](#)

Our employees have access to **discounted health insurance** options through St Luke's Health and the Local Government Employees Health Plan.

Council employees can arrange for a **novated lease for a personal vehicle** through Maxxia.

LGAT Assist also provide **low interest loans** to Local Government employees who are employed on an ongoing (permanent) basis.

Work Health and Safety

Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the *Work Health and Safety Act 2012*, Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work. It is recommended that employees undertaking field inspections have a current tetanus immunisation.

Induction

All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.

HR information

For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.