



Job Role Title:	<u>Senior Planner</u>
Reports to:	<i>Implementation and Delivery Business Unit Executive</i>
Supervising:	Senior Associate
Employment Type:	Full Time
Hours Per Pay Period:	75 hour per fortnight (37.5 hour per week)
Business Unit:	Implementation and Delivery
Last Review Date:	28 November 2018

Goal: *The Senior Planner's role is to provide planning support to projects as directed by an OIC or Executive and to contribute to the achievement of the Implementation and Delivery Unit's Key Performance Indicators. A Senior Planner is expected to be sufficiently experienced to carry out a variety of tasks across Business Units with minimal supervision, although all work will be subject to review by the OIC. The position is suited to a person with a 'can do' attitude, good written, verbal and graphical communication skills, a strong work ethic, and who is able to carry out instructions accurately and efficiently.*

1. DELIVER OUTPUT:

The Senior Planner role works as an integral member of the Implementation and Delivery Business Unit under the lead of the Executive:

- Carry out various planning tasks as directed by OIC's, including research and literature review to prepare planning advice, drafting correspondences and reports.
- Assist OIC's in preparing documentation for formal submissions/applications, presentations and meetings.
- Liaison with co-consultants, project managers, government agencies and clients.
- Arranging project meetings, participating in meetings, preparing agendas and meeting minutes.
- Arranging community meetings/forums.
- Attendance at regular project meetings (sometimes independently) with client/project manager.
- Presentation at JDAP, Council, Committee and other meetings/forums;
- Electronic job file management.
- Preparation of draft invoices, for review and approval by OIC.

2. MODEL THE WAY

The Senior Planner models the TBB way through:

- Sound knowledge of the State and Local Government Planning Framework.
- Sound understanding of principles of land use planning, structure planning and urban design.
- Demonstrated ability to read and interpret plans and other graphic forms of presentation, and to graphically communicate ideas.
- Effective written and verbal communication skills.
- A good work ethic.
- Commitment to, and enthusiasm for, client service and delivery.
- Ability to work co-operatively and effectively within a team environment.
- Ability to carry out specific tasks within given timeframes with minimum supervision.
- Ability to manage multiple tasks simultaneously, solve problems, manage and meet deadlines and maintain a high quality of work.
- Possess a personal presentation that reflects a professional image and the values of the organisation.
- Maintain confidentiality of all financial and company information.

Required Approach:

- Positive attitude, can do mind set, self-aware;
- Fast mover, self-motivated with strong organisational and time management skills, and the ability to work under pressure at times by prioritising competing demands and tasks in order to meet deadlines;
- Flexibility to respond to a variety of tasks to support the TBB team;
- Open to learning more through this job role.

Required Attributes:

Must haves:

- An excellent work ethic;
- Good visual communication skills;
- Effective written and verbal communication skills;
- Ability to work co-operatively and effectively within a team environment;
- Commitment to and enthusiasm for client service and delivery deadlines; and
- Possess a personal presentation that reflects a professional image and the values of the organisation.
- Ability to manage multiple tasks simultaneously, problem solve, manage and meet deadlines, and maintain a high quality of work; and

Required Skills:

- A recognised Degree in Town Planning or a related discipline.
- A minimum of 3 years' experience in Town Planning in WA or a related discipline.
- Current driver's license.
- Computer and software competency in MS Office Suite (Outlook, Word and Excel).

Desirables:

- Experience in a Local Government planning role
- Experience in built form assessment
- Advanced computer and software competency in some of the Adobe Creative Suite (Acrobat & InDesign).

Key Relationships (Internal & External)

The employee in this job role will primarily interact with the following contacts:

Internal	Purpose
<ul style="list-style-type: none">• Implementation and Delivery Business Unit - Executive (Rachel Chapman)	Liaise in regards to Implementation and Delivery Business Unit KPIs.
<ul style="list-style-type: none">• Implementation and Delivery Unit - Senior Associate (Luke Montgomery)	Supervise
<ul style="list-style-type: none">• OIC on projects (Directors & Senior Associates)	Liaise and direct on project specific tasks and deliverables, including preparation of reports, correspondence, project management and invoicing.

External	Purpose
<ul style="list-style-type: none"><li data-bbox="201 264 775 320">• External co-consultants, Government agencies, other providers and clients	Liaise in regard to TBB projects as required.