



## **Application Information Pack**

### **Program Coordinator, Landuse Planning – Communities and Spatial Services (Ongoing)**

\$1,838.28 - \$2,031.27 per week  
(plus 9.5% superannuation)

Full time – 35 hours per week

**Division:** Landuse Planning

**Closing Date: 5.00pm, Wednesday, 24 April 2019**

**Contact Officer:** David Carswell on (02) 6285 6128

# Program Coordinator, Landuse Planning – Communities and Spatial Services

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## Guidelines for Applicants

### APPLYING FOR THE POSITION

You need to apply in writing for the position. It is most important to prepare a good application as it will be used to decide whether you proceed to interview. A good application shows why you are the best person for the job and how your skills, knowledge and experience meet the selection criteria.

Application must contain:

- A covering letter of application
- Telephone number(s) for contact purposes
- Your résumé (curriculum vitae) including referee contact details
- Your claims against the Functional Capabilities and

**NOTE:** You should be available for interview as soon as the vacancy closes. If you know that you will be unavailable, please note this on your application and if possible, provide alternate contact details.

### ELIGIBILITY REQUIREMENTS

To be eligible to work in Australia you must provide a copy of either a birth certificate, citizenship certificate, or a passport and a copy of a current driver's license with your application. If you are not eligible to work in Australia at the time of applying for the advertised vacancy, it is in your interests to advise (in your application) whether you have applied for Australian Citizenship or working visa and the expected timeframe for recommendation.

### THE ROLE OF THE SELECTION COMMITTEE

The selection process will be undertaken by a small panel, usually consisting of three members. Each selection panel is convened with care to ensure that it has the necessary expertise to make a sound decision in a fair and impartial way. Collectively, the committee will have an understanding of the vacancy and its role and will be responsible for the integrity of the final selection decision.

The Committee will be responsible for shortlisting, assessing the applicant which may include questions at interview, skill testing or scenario problem solving or a mixture contacting referees and making a recommendation of appointment to the relevant delegate.

The most suitable applicants (short listed from their written application) will be called for an interview where each candidate's strengths and weaknesses in relation to the selection criteria are further assessed. The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in their application and to enable the panel to gather further data for the assessment process.

# Program Coordinator, Landuse Planning – Communities and Spatial Services

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The body of the interview will be structured so that each interviewee is provided with the same assessment process and at the interview you will be given the opportunity to ask questions about the position. The assessment offer candidates the chance to demonstrate their understanding of the position and its duties.

At this stage you may also present information to the committee which you feel assists your application.

If you are offered an interview and you have any special needs (for example, wheelchair access to the building, interpreter for hearing impaired persons) you should inform the person who contacts you

You will be advised by letter or email if you have not progressed further in the selection process after interview.

You have the opportunity to contact the Chair of the panel to receive feedback on your application and/or interview. This feedback will assist you with future applications and interviews.

Please note that unsuccessful applications and recruitment documentation will be retained for 12 months and then destroyed. Recruitment documentation for successful candidates will form part of your personnel file.

## **REFEREE REPORTS**

Comments will be sought from your nominated referees to determine your ability or potential to fulfil the selection criteria and the requirements of the job you have applied for. Referees will be required to confine their comments to their direct knowledge of you. It is therefore important that you nominate referees who are able to discuss your suitability in relation to the selection criteria.

Consider providing them with a copy of the position description so that they are prepared to provide relevant information to the selection committee. Written referee reports are not required.

## **MEDICAL ASSESSMENT**

You will be required to undertake a medical assessment at Council's cost if the selection panel thinks you should progress in the selection process. The results of the medical will assist Council to determine if you are able to meet the inherent requirements of the position you have applied for. Pre-employment medical reports will be kept securely on file.

## **PROGRAMS TO ENSURE FAIR & SAFE EMPLOYMENT**

### **Equal Employment Opportunity (EEO)**

## Program Coordinator, Landuse Planning – Communities and Spatial Services

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Queanbeyan-Palerang Regional Council believes that equality in employment is a fundamental right for all people. EEO principles ensure that people are not discriminated against and have equal access to employment, conditions of employment, training and development, promotional opportunities and evaluation of performance.

The outcome of good EEO practice is a diverse and skilled workforce, improved employment access and participation of EEO groups and a workplace culture displaying fair practices and behaviours.

### **Work Health and Safety (WHS)**

Queanbeyan-Palerang Regional Council is committed to safe work practices and a safe work environment. Council regularly reviews its facilities and work practices as part of its risk management plan. Each employee has a legislative requirement to ensure their work is carried out safely. Queanbeyan-Palerang Regional Council is also committed to assisting with the prompt return to work of injured workers.

### **Fitness for Work – Drug and Alcohol**

Queanbeyan-Palerang Regional Council is committed to safe work practices and a safe work environment. Part of providing a safe environment is ensuring workers are fit for work and to this end Council has introduced an Alcohol and Other Drugs Procedure. Part of that procedure covers random testing. Random testing has been introduced to detect alcohol, opiates (including codeine), amphetamines (including pseudoephedrine) and benzodiazepines. Testing is conducted through oral means (breath test and oral swab).

### **SENDING YOUR APPLICATION**

All completed applications can be:

- Emailed to: [careers@qprc.nsw.gov.au](mailto:careers@qprc.nsw.gov.au)
- Lodged online: <https://www.qprc.nsw.gov.au/Council/Careers/Apply-online>  
or
- Sent to: PO Box 90, Queanbeyan NSW 2620

# Program Coordinator, Landuse Planning – Communities and Spatial Services

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## Position Description

Position Title :	Program Coordinator Land-Use Planning – Communities and Spatial Services
Position No :	4014
Portfolio :	Natural Built Character
Branch :	Land-Use Planning
Grade :	17
Location :	Primarily based at Council's Bungendore and Queanbeyan Site and alternate locations as operationally necessary

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### **The Role:**

Report to :	Service Manager, Land-Use Planning
Responsible for:	Strategic Planner (1), Team Leader LIS (1) and LIS and GIS Administrators (5.6)
Delegations :	As detailed in Council's delegation register

### **Primary Purpose:**

As a member of the Land-Use Planning team, the position's primary purpose is to deliver on the following objective/s:

#### *Objective:*

- To provide expert professional advice to Council, the public, developers, government authorities and other staff within the organisation in relation to land-use planning and policy matters.
- To protect the environment and promote a standard of amenity that meets community expectations through land-use planning that provides effective management of both the built and natural environment, as well as complying with legislative requirements.

As a member of the Natural Built Character team, the position's ancillary purpose is to assist delivery on the following principles:

#### *Principles*

- *Service: Maintain seamless service delivery to communities in accord with adopted standards*
- *Opportunity: Embrace opportunities to improve services and infrastructure for communities*



# Program Coordinator, Landuse Planning – Communities and Spatial Services

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- Cohesion: *Bring together and build on the strengths of strategies, structures, staff and systems*
- Engagement: *Inform and involve communities, staff and other partners, including industry unions, in planning and implementing change*
- Integrity: *Ensure ethical, open and accountable governance and administration*
- Respect: *Value the knowledge and contributions of staff, communities and other partners*

## **Key Accountabilities**

The position is accountable for:

- Supervision of staff and consultants; compliance with statutory obligations; and coordination and monitoring the performance of systems associated with the Program/s
- Coordinating resources (people, financial) in accordance with program and projects budgets
- Contributing to reporting on operational performance in accordance with performance frameworks
- Contributing constructively to workplace committees and the transition to the modern future-focussed LGA envisaged for QPRC
- Assisting cooperative sustainability initiatives and practices in accordance with strategies, policies and budget
- Ensuring compliance of workplace health and safety, risk, environmental and quality (HSEQ) objectives and targets

## **Key Responsibilities**

The position is responsible for delivery of the following programs and activities:

26.1.1 Planning Instruments (LEP/DCP) - (Bungendore/Braidwood/Villages/Rural Fringe)/Standard DCP)

26.1.2 Planning Proposals - (Bungendore/Braidwood/Villages/Rural Fringe/comprehensive LEP)

26.1.3 Planning Strategies & Policies - (Bungendore/Braidwood/Rural/Villages/Rural Fringe/Local Strategic Planning Strategy/Community Participation Plan/relevant Council resolutions/Development Contribution Plans/Local Planning Agreements))

26.1.4 Advice to Council on Planning Matters - (Bungendore/Braidwood/Rural Fringe)

26.1.5 Regional Planning including actions from the South-Eastern and Tablelands Regional Plan affecting towns and villages or the rural fringe as well as submissions to State and Federal Authorities and representation on regional forums

26.1.6 Implementation of actions from the Rural Land Strategy

26.2.1 Plans of management on land within towns and villages or on the Rural Fringe

26.2.1 Plans of management for newly acquired/changed status Crown Land

26.3.1 Community Profile – provision of information relating to the former Palerang part of LGA

26.4.1 Land Information Systems

26.4.2 Geographic Information Systems interface with LIS including LEP Mapping

# Program Coordinator, Landuse Planning – Communities and Spatial Services

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26.5.1 Heritage – Braidwood

26.6.1 S10.7 Certificates – for land within the former Palerang part of the LGA

27.7.1 Native Title – actions involving land within the LGA

Other programs/activities generally consistent with the position and as requested by the Service Manager Land-Use Planning and/or Portfolio General Manager Natural and Built Character.

## **Performance**

Performance will be assessed on the performance measures listed in the respective Service Statement, and an agreed annual work plan, based on delivery of key initiatives and projects from the Operational Plan and Transition Plan, together exhibition of behaviours assessed against the principles and organisational values.

# Program Coordinator, Landuse Planning – Communities and Spatial Services

## Key Relationships

Who	Why
Internal	
Committees	<ul style="list-style-type: none"> <li>• Provide service, reporting and governance input to the Council and Committees (councillor and staff) including:               <ul style="list-style-type: none"> <li>○ implementation and project groups</li> </ul> </li> </ul>
Service Management Team	<ul style="list-style-type: none"> <li>• Participate constructively in the relevant forums to ensure service continuity, delivery of OP and compliance with all statutory and proclamation requirements</li> <li>• Contribute to the management that leads cultural change</li> </ul>
Administrative Body of Council	<ul style="list-style-type: none"> <li>• Support transformational change within service area of responsibility by providing support to the Portfolio General Manager, Service manager and guidance to key personnel in the implementation of strategic plans and goals</li> <li>• Provide performance oversight of staff to enable reform and transition initiatives to be successfully implemented in Council</li> </ul>
External	
External Committees, Agency, Community and Business Groups	<ul style="list-style-type: none"> <li>• Advise and represent council, and inform of council's position, on matters of statutory, community or business concern and assist with positive outcomes within council policy frameworks and Service responsibilities</li> </ul>

## **Functional Capabilities for the role:**

- Tertiary qualifications in Urban and Regional Planning or the equivalent providing demonstrated eligibility for Corporate Membership of the Planning Institute of Australia.
- Substantial experience in completing major strategic land use planning projects/tasks to a high standard, with a minimum of supervision and within stipulated time frames.
- Ability to lead, motivate and supervise staff so that service unit strategies are delivered while use of organisational resources is optimised.
- Ability to plan, organise, set priorities and manage time, so that organisational resources are optimised and objectives are achieved within an agreed timeline.
- Ability to communicate effectively both in oral and written form to internal and external bodies, including excellent presentation skills.
- Current Class C NSW Drivers Licence or equivalent



# Program Coordinator, Landuse Planning – Communities and Spatial Services

## Behavioural Capabilities for the Role

Capability	Element	Behaviour
Personal Excellence	Personal Attributes	<ul style="list-style-type: none"> <li>Exhibit calm and logical behaviours to manage and work through challenging, ambiguous and complex issues.</li> <li>Promote values-based behaviours that encourage staff to act in an honest, ethical and professional manner at all times.</li> <li>Promote and establish an inclusive culture that recognises the need to respect others expertise, authority and area of responsibility.</li> <li>Set realistic but challenging goals for teams with a range of capabilities and skills to get the best results.</li> </ul>
	Well-Being	<ul style="list-style-type: none"> <li>Ensure self and colleagues are aware of work based personal stress and of solutions to mitigate their potential impact.</li> </ul>
Optimising Outcomes	Analytical	<ul style="list-style-type: none"> <li>Maintain processes and systems that deal with conflict constructively and swiftly by basing on facts and clearly setting out expectations.</li> </ul>
	Innovative	<ul style="list-style-type: none"> <li>Explore and activate opportunities to enhance automated/technological functions to improve service delivery</li> </ul>
	Holistic	<ul style="list-style-type: none"> <li>Guide the team in identifying, escalating and contributing to the initiatives to resolve barriers to effectiveness.</li> </ul>
Constructive Relationships	Quality Communication	<ul style="list-style-type: none"> <li>Develop and maintain processes to ensure written and verbal communications are tailored according to audience.</li> </ul>
	Team/Stakeholder Recognition & Engagement	<ul style="list-style-type: none"> <li>Develop and embed the systems view to identify customers, partners &amp; stakeholders.</li> </ul>
	Collaborate & Cooperate for Optimum Outcomes	<ul style="list-style-type: none"> <li>Support a culture based on collaborative effort that seeks out cross-organisational input.</li> </ul>
	Humanistic and encouraging	<ul style="list-style-type: none"> <li>Guide others personally and professionally through HS in order to resolve identified skill gaps and maximise aspirational opportunities.</li> </ul>
	Staff Management	<ul style="list-style-type: none"> <li>Provide leadership to the team by engaging and motivating them to deliver results and achieve the desired outcome.</li> </ul>
Achievement	Accountability	<ul style="list-style-type: none"> <li>Be output/outcome focus.</li> <li>Support systems which provide staff with the ability to deliver outputs/outcomes through expertise and efficient use of resources and commitment to quality.</li> <li>Ensure financial management policies and guidelines are understood and observed.</li> <li>Utilise procurement and contract management policies and guidelines and ensure compliance with them.</li> </ul>
	Plan for and deliver results	<ul style="list-style-type: none"> <li>Encourage staff to explore a range of possibilities and creative alternatives to suggest improvement to systems and processes for business improvement.</li> <li>Set realistic goals and priorities within budget, and work towards achieving them whilst still maintain flexible in order to overcome unforeseen obstacles.</li> </ul>