
Job Description – Town Planner

Purpose of Position

- To carry out planning activities required by KLM Spatial including efficient delivery of planning documentation that conforms to regulatory standards.

Reports to

- Planning Manager

Direct Reports

- Nil

Functional Relationships

Internal:

- Business Manager
- CAD Operator (Survey)
- Surveying Group
- Secretary/Receptionist
- Accounts Clerk
- Project Manager

External:

- Clients
- Consultants
- Government, Statutory and other Authorities

RESPONSIBILITIES

Planning

- Maintain active brief to keep up to date with Planning Controls, Regulations, Legislation and Technology relating to Planning activities

- Preparation of planning permit applications, planning scheme amendments and general planning submissions to relevant parties
- Liaise and negotiate with councils and referral authorities
- Consult with clients and their representatives

General

- Ensure conformance to KLM Spatial quality standards.
- Ensure all activities are carried out in accordance with Company's Guidelines, Mission and Value Statements.

COMPETENCIES

- Detail minded
- Highly quality conscious
- Customer focussed
- Timely in delivery of projects
- Technologically and professionally sound
- Team orientated

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Town Planning or equivalent
- Member of the Planning Institute or equivalent

KEY PERFORMANCE INDICATORS

- Successful completion of projects within or better than programmed (both completion dates and budgeted hours)
- Teamwork across the company
- Professional Presentation and behaviour in the work place and in the company of others
- Confidence in dealing with authorities and clients and the provision of informed advice

Operative Date: May 2011