

Position Description

Town Planner

Role: Town Planner

Division: Planning Division

Reports To: Manager Planning/ Officer Manager

About GMA

GMA Certification Group has been providing building certification since the inception of private certification in 1998 and has an enviable record of providing an efficient, cost effective and professional building approval and inspection service with the ability to issue building approvals for any building work. GMA currently has offices across Queensland and in New South Wales.

Job Overview

In 2018 GMA established a planning division with a view to providing in house advice and expanding the range of services supplied to our clients to include planning consultancy.

The role of Town Planner is to provide professional consultancy advice in respect of the following:

- Site Appraisals
- Design advice;
- Enforcement Matters;
- Securing Development Approvals; and,
- Strategic Planning advice.

Responsibilities and Duties

1. Provide advice on Construction Certificates, Occupation Certificates and Complying Development Certificates

2. Prepare development applications for submission to local authorities.
3. Negotiate with Local Authorities and other agencies, as necessary to achieve a desirable planning outcome on behalf of clients;
4. Consult with other expert consultants, when necessary, as part of multi-disciplinary project teams;
5. Represent clients in the Land and Environment Court of NSW (in Class 1, 4, 5 proceedings and in Section 34 Conferences/mediation). This would involve various aspects of input, ranging from Statements of Facts and Contentions to Appearance as an expert witness in Court.
6. Identify opportunities to increase the client base and income in consultation with the Manger Planning.
7. Keep up-to-date records planning matters using GMA data keep processes.
8. Ensure all work is carried out in accordance with legislative, industrial and WH&S Standards and GMA policies.

Qualifications/experience

- Town Planning or related tertiary degree or experience in development assessment.
- 2-5 year post qualification experience in Town Planning or a related field;
- Knowledge of the Environmental Planning and Assessment Act 1979 and an ability to interpret legislation.
- High level oral/written communication skills including the ability to write complex and/or technical reports in plain English
- High level interpersonal/negotiation skills.
- Well developed assessment and analytical skills.
- Ability to meet deadlines and achieve performance targets in a busy work environment.
- Ability to work autonomously on a range of simultaneous tasks, with superior organisational skills.
- Class C Drivers Licence.
- Computer proficiency with Windows applications.
- Qualification/experience in Construction/Building Certificates.

Selection Criteria

- Town Planning or related tertiary degree or experience in development assessment.
- High level oral/written communication skills including the ability to write complex and/or technical reports in plain English.
- Well developed assessment and analytical skills.
- Ability to meet deadlines and achieve performance targets in a busy work environment.

- Ability to work autonomously on a range of simultaneous tasks.
- Demonstrated commitment to customer service and ability to deal with demanding customers.

Please submit your resume and cover letter using the contact form on the positions vacant page.

