

POSITION DESCRIPTION

Position title:	Senior Planner / Planner - Environmental or Town Planning
Location	Coffs Harbour / Lennox Head / Armidale
Position reports to:	Branch Manager
Key working relationships:	Directors, project managers and all other GeoLINK employees, clients, sub-consultants and stakeholders

ROLE

- To provide specialist town/regional planning and environmental impact assessment services to GeoLINK and its clients.

RESPONSIBILITIES

- Provide accurate and technically competent environmental assessment and town planning input into projects as requested by project managers.
- Project management, including client liaison, team coordination and financial/budget management, dependant on experience.
- Prepare, manage and deliver environmental assessment tasks/projects such as review of environmental factors, environmental impact assessments, statement of environmental effects and management plans.
- Undertake technical / peer review of environmental and planning reports, commensurate with experience.
- Write technically sound, clear, accurate and concise statutory planning advice and environmental assessment reports.
- Communicate specialist advice in a professional manner to meet client expectations.
- Offer technical advice and participate in problem resolution.
- Contribute to the quality and timely completion of projects in order to meet project objectives.
- Meet agreed billable targets.
- Build and maintain effective working relationships.
- Be accountable and work autonomously.
- Keep up to date with changes to technical standards, policies, and legislation.
- Maintain an environmental awareness on all projects.
- Assist in developing new business relationships and seek out new business opportunities.
- Adhere to quality assurance standards.
- Adhere to all WHS statutory guidelines.
- Undertake administrative tasks, as required, to assist project or practice management.

SKILLS AND EXPERIENCE

- Minimum five to eight years relevant work experience.. Consulting experience is desirable.
- Strong understanding of the principles and practices of statutory planning, environmental assessment, and environmental management.
- Sound knowledge of relevant State and commonwealth legislation in theory and application.
- Experience in writing clear, concise, accurate reports on technical matters.
- Experience in working within project scope and on multi-disciplinary projects.
- Understanding of project management practices and processes.
- Ability to work to targets and maintain accurate records of billable hours.
- Strong interpersonal skills in order to communicate with both technical and non-technical staff and clients.
- Ability to navigate computer systems and adept at office software including Microsoft Office including Outlook, Word and Excel.
- Ability to use logic and reasoning to identify problems and review related information to develop and evaluate options and implement solutions.
- High level of self-motivation, takes initiative, and demonstrated ability to manage projects and work autonomously.
- Recognise opportunities for improvement and innovation.
- Thorough understanding of WHS requirements and obligations.

EDUCATION/ QUALIFICATIONS

Essential

- Tertiary qualification in urban and regional planning, town planning, environmental planning, or related discipline, from an accredited institution.
- Maintain a current Class C Driver Licence.

Desirable

- Minimum five to eight years relevant work experience. Consulting experience is desirable.
- Eligibility for membership with the Planning Institute of Australia.

ADDITIONAL COMMENTS

- Travel, typically throughout mid north coast and northern NSW, may be required.
- Must demonstrate a commitment to continuous professional development and improvement.
- Work outside of standard operating hours may be required from time to time.
- Must share GeoLINK's values and ethos.
- Please indicate in cover letter which office location you are applying for, or if you are flexible.

APPROVAL - Coffs Harbour Branch Leader

Signature:

Date:

Name (print):

ACCEPTED – BUSINESS MANAGER

Signature:

Date:

Name (print):