



JOB DESCRIPTION

Position:	Planning Assistant
Location of position:	Various Divisional Offices
Reporting to:	Sub Division Asset Manager
Specific accountabilities:	As follows

PURPOSE

The planning Assistant shall assist in the process/access subdivision application, development applications, and request for use of road reserve, amendment to scheme, and manage the inward and out correspondence of the Asset Management Unit.

Outcomes

The planning Assistant will be accountable for the following outcomes:

1. Subdivision, Development Planning and Rezoning Applications
 - Registrar application received
 - Manage inward and outward correspondences
 - Liaise with all relevant stakeholders
 - Prepare reports as and when required on a timely basis
 - Assist in carrying out application assessment
 - Carry out inspection as and when required and prepare appropriate inspections reports
 - Check for compliance with relevant laws and legislations
 - Attend meeting with customers, Authorities and stakeholders as and when required
2. Engineering Plan
 - Registrar application received
 - Manage inward and outward correspondences
 - Liaise with all relevant stakeholders
 - Prepare reports as and when required on a timely basis Assist in carrying out application assessment
 - Carry out inspection as and when required and prepare appropriate inspections reports
 - Check for compliance with relevant laws and legislations
 - Attend meeting with customers, Authorities and stakeholders as and when required
3. Process Application for use of Road Reserve (Billboard, Taxi Base/Booth, signage, mini market, etc.)
 - Register applications received
 - Manage inward and outward correspondences
 - Liaise with all relevant stakeholders
 - Prepare reports as and when required on a timely basis
 - Assist in carrying out application assessment
 - Check for compliance with relevant laws and legislation
 - Attend meeting with customers, Authorities and stakeholders as and when required
4. Road Bylaws/Legislations/Policy
 - Participate in stakeholder meeting /consultation
 - Participate in Public participation Exercise
 - Assist in awareness of relevant bylaws/legislation/Policy



5. General Correspondence on Asset Management Unit
 - Provide timely and accurate advice to management
 - Provide timely and accurate advice to applicant
 - Liaise with all relevant stakeholders and authorities
6. Demonstration of the FRA image and value standards
7. Perform any other duties assigned by the Manager, HOD or CEO

KEY COMPETENCIES

Business

Planning – Develop a detailed work plan to achieve specified objectives

Resource Management – Schedule resources over multiple work teams or units to maximise their effectiveness and achieve objectives; monitor the outcomes

Documentation – Present information in a report that explores the links between the issues and draws conclusions.

Customer Focus

Customer Commitment – Seek, act upon, and follow through on customer feedback regarding products or services provided.

Commercial Focus – Analyse the cost aspects of a work area/project and determine its commercial viability.

Relationship Building – Formalise business relationships through partnerships or agreements of mutual benefit e.g. service provision.

Quality Focus – Adhere to quality standards.

People

Facilitation – Ensure work delegated is completed in an effective and timely manner, accepts accountability.

Problem Solving – Identify the important issues and select an established procedure to address the problem

Negotiation – Identify conflicts early and resolve these through seeking to reach mutually beneficial outcome.

Professional

Technical Strength – Analyse a problem and develop the solution using standard procedures and methods.

Compliance – Provide advice on compliance that requires an interpretation of the laws and regulations

Technology Application – Leverage technology to achieve work objectives more efficiently.



COMMON ACCOUNTABILITIES

Compliance

- Ensure that all actions within the law;
- Compliance at all times with FRA's manuals and policies;
- Compliance with the adopted risk management framework within the Officer's area of responsibilities.

Organisational Performance

- Promptly furnish complete and accurate performance results as they relate to the Planning Assistant particular area of responsibility, whenever required.

General Management

- In all decision-making identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option;
- In all work be satisfied that value for money is achieved – and that the roads are being managed in the most effective, efficient and optimised way possible – in a manner that will ensure preservation of their long term service capacity and integrity;
- Protection of the Authority's intellectual property rights;
- Protection of FRA's reputation;
- Accountable; assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal
- Detail orientated: Attends to the small elements of a task/activity, ensuring completeness and accuracy
- Energetic: constantly active and driven to put in effort. Works hard to promote the enterprise
- Integrity: adherence to moral and ethical principles, soundness of moral character, honesty
- Reliable: Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work

Interpersonal

- Perceptive: shows keen insight and understanding of issues or situations
- Realistic: shows concern for facts and reality, rejecting the impractical
- Team orientated: enjoys being with others as part of a group or team Thinking
- Conscientious: demonstrates a sense of right and wrong and personal obligation to do the right thing
- Disciplined: is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach
- Initiative: takes action and makes decisions without the help or advice of other people
- Well organised: controls tasks in a well thought out and critical manner

INTERACTIONS

Internal

- All staff
- Manager
- Operational Staff
- Other Managers



External

- Associations/Unions
- Customs/Clients
- General Public
- Government Officials
- Local Authorities
- Department of Town and Country Planning
- Partners – Joint Ventures
- Provincial Councils
- Regulators
- Stakeholders

Personal Performance

The personal performance of all employees will be evaluated against their performance objectives in March each year.

The Sub Division Asset Manager will appraise the Planning Assistant and will be reviewed by the Manager Planning, Development & Research.

POSITION SPECIFICATIONS

- Diploma in Land Use Planning, Civil Engineering, Transport Planning or equivalent in related field
- 3 years of experience in processing subdivision and rezoning applications, assessment of engineering plan
- Proficient in MS Office
- Knowledge of key legislations and subsidiary legislations such as FRA Act, Town and Country Planning, Sub Division of Lands, Local Govt Act, Land Transfer Act, Public Health Act and Surveyors Act
- Result oriented
- Fine eye for detail
- Effective and efficient filing management
- Report writing skills
- Good command of written and oral communication in the English language
- Innovative and problem solver
- Valid Group 2 Driver's Licence (Manual)

This job description has been approved by:

Name	
Designation	
Signature	
Date	