



JOB DESCRIPTION

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

PURPOSE

The Subdivision Planning Assistant will process/assess subdivision application, engineering plans, development applications, and request for use of road reserve, amendment to scheme, difficult/escalated cases and big developments, assist in formulating relevant policies.

Specific Accountabilities

The Subdivision Planning Assistant will be accountable for the following outcomes: -

- Process applications for use of road reserve (Billboard, taxi base/booth, signage, mini market/roadside stall), road naming, subdivision, development and re-zoning and ensure compliance with relevant laws and legislation;
 - i. Carry out assessment of the application received;
 - ii. Carry out inspection as and when required;
 - iii. Check for compliance with relevant laws and legislation;
 - iv. Attend meeting with customers, authorities and stakeholders as and when required;
 - v. Prepare report as and when required on a timely basis;
 - vi. Prepare approval/refusal as and when required on a timely basis;
 - vii. Prepare/update checklist as and when required;
 - viii. Respond to correspondence in an efficient and effective manner on a timely basis;
 - ix. Manage the work carried out by the consultants are done in an efficient and effective.
- Road Vesting / Dedication. Road Proclamations and Road Closures: -
 - i. Review all applications received and ensure compliance with relevant legislations;
 - ii. Prepare recommendations to SAM, and Manager Planning, Development & Research.
- Technical Reports such as Traffic Impact Assessments (TIA), Traffic Impact Statements (TIS), Transport Studies, etc.



- i. Review the reports;
 - ii. Ensure that the reports are in compliance with FRA Standards and guidelines on Traffic and Transport;
 - iii. Prepare recommendations for SAM and MA.
- Ensure compliance with the relevant laws and legislation. This to include but not limited to, Town Planning Act 1946, Subdivision of Land Act 1937, Local Government Act 1972, Land Transfer Act 131, Fiji Roads Authority Act 2012, Roads Act 1914, Public Health Act 1935, Surveyors Act 1969.
- Stakeholder Engagement
 - i. Manage internal and external stakeholders and work with Design and Delivery teams to ensure that there is standardization across road assets;
 - ii. Responsible to ensure that day to day liaison with the Local Authority / DTCP / Ministry of Lands is maintained in relation to assessment, approval and public consultation for Subdivision and Development applications;
 - iii. Will be required to attend public consultation, meetings, with key stakeholders on Subdivision and Development or related matters;
- Statutory and Operational Compliance: -
 - i. Assist in review and advise on legal implications and compliance of internal policies and procedures;
 - ii. Manage the development of necessary bylaws, legislation and policy for the effective and efficient management of the road network;
 - iii. Manage and/or participate in stakeholder meetings and consultations to provide public awareness in relation to any revised road policies;
- Assist with the liaison for development, approval, inspection and subsequent adoption of all new road networks.

Additional Responsibilities

- Perform any other duties as assigned by the Sub Division Asset Manager, Manager Planning, Development & Research and the Chief Executive Officer.

COMMON ACCOUNTABILITIES

Compliance

- Ensure that all actions of FRA and its Contractors and other agents are at all times in accordance with law;



- Ensure that your actions are within such powers as may have been delegated by the Authority;
- Compliance at all times with FRAs Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the FRA or the CEO may make; and
- Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

Emergency Management

- Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to, a Business Continuity Plan and an Operations Recovery Plan.

Organisational Performance

- Promptly furnish complete and accurate financial and non-financial performance results (against such of the performance targets listed in the Asset Management Plan, Corporate Plan and SOI as they relate to the Officer's particular area of responsibility) whenever required – but especially for updates of the Asset Management Policy, Asset Management Strategy, Asset Management Plan, Corporate Plan, and SOI and for the regular progress reports throughout the year, the Half Yearly Report and the Annual Report.

Note: A named position will be allocated responsibility for each performance target.

General Management

- In all decision-making (at all levels) 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 relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the FRA assets 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 FRA's intellectual property rights;
- Protection of FRA's reputation; and
- Good public relations.



Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities in March each year following submission of the Annual Report to the Minister (in April). The Sub Division Asset Manager will appraise the Sub Division Planning Assistant which will be reviewed by the Manager Planning, Development & Research.

POSITION SPECIFICATIONS

- Degree in Land Use Planning, Civil Engineering, Transport Planning or equivalent with five (5) years of experience in processing subdivision and rezoning applications, assessment of engineering plan, assess traffic impact studies, assessment development application; or
- Alternative qualification: Advanced Diploma in Land Use Planning, Civil Engineering, Transport Planning or equivalent with 8 years of relevant experience
- 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
- Ability to review internal traffic management plans for developments
- Ability to review road vesting / dedication documents
- Result oriented
- Ability to meet stringent timelines under pressure with accuracy
- Conflict management and resolution skills
- Excellent written and oral communication skills
- Innovative and problem solver
- Valid Group 2 Driving license (manual).

This job description has been approved by:

Name	
Designation	
Signature	
Date	