

Applicant Information
Statutory Planning Officer
Grade 4

Thank you for your interest in working with the Town of Cambridge. This document will help you prepare and submit a job application and includes information about the recruitment and selection process.

ABOUT THE TOWN OF CAMBRIDGE

Located on the stunning West Australian coastline and just minutes to the Perth CBD, the Town of Cambridge comprises some of Western Australia's most prestigious and utilised facilities and is recognised as one of the more desirable areas in which to live and work.

ADVANTAGES OF WORKING AT THE TOWN OF CAMBRIDGE

Work / Life Balance

Flexible working hours / flexi days (available to most staff)
4.4 weeks annual leave per year

Healthy Lifestyle

Free health assessments, screening and vaccinations
Free entry to Bold Park Aquatic Centre

Attractive Superannuation

An extra 5% on top of statutory 9.5 % contribution for contributing members

Employee Assistance Program

All employees and their immediate family have access to free, confidential professional counselling via the Town's Employee Assistance Program.

Study Assistance Program

Study leave and financial assistance is available to employees undertaking work related study.

Other Benefits Include

Training opportunities - Free car parking - Reward and Recognition Scheme - Subsidised corporate uniform - 13 weeks Long Service Leave after 10 years' service in Local Government, pro rata long service leave is available after 7 years' service



WHAT IS THE SELECTION PROCESS FOR THIS POSITION?

The selection process is designed to assess your skills, knowledge and experience for the position. This will be undertaken online and accordingly it is important for you to please use *Chrome, Firefox, Safari, Internet Explorer 8 or newer to complete the tests. Please do not use your mobile phone:*

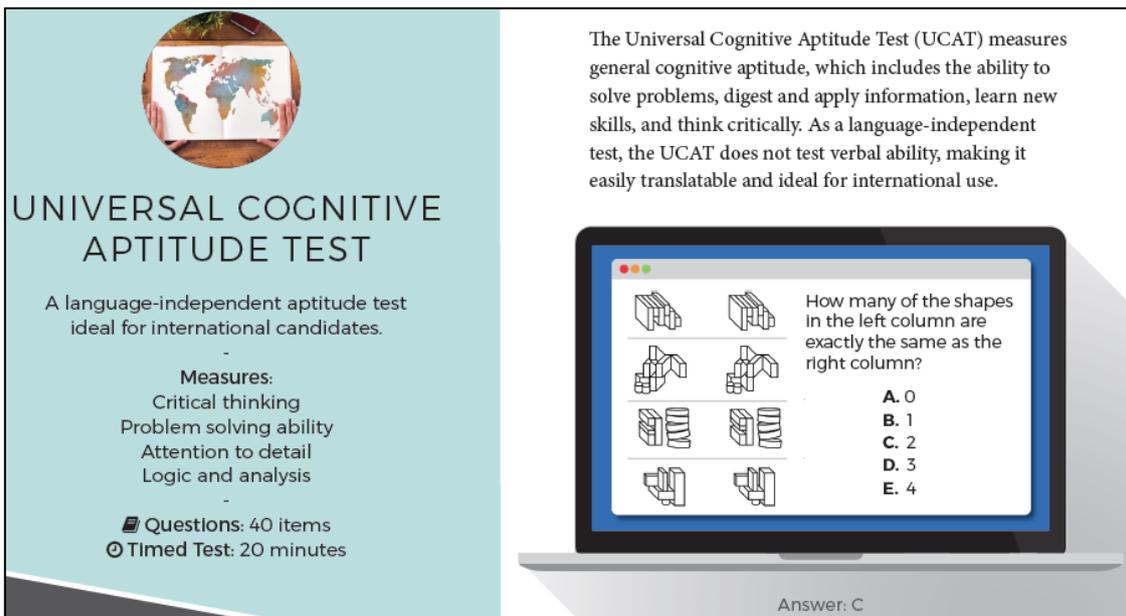
Applicants will be directed to an online platform where you will be asked to do the following:

1. Complete an application form and upload a resume. Please note that the Town of Cambridge *does not* require applicants to submit a cover letter; however, if you wish to upload a cover letter it should be combined with your resume prior to uploading.
2. Applicants will be asked to answer 3 questions in response to the requirements of the role; for the role of Statutory Planning Officer these questions are:
 - What motivated you to apply for this role?
 - Please tell us about the range and complexity of your planning expertise?
 - What unique skill, quality, or attitude would you bring to the Town of Cambridge and how would it set you apart from other candidates?

Please give some thought to how you would answer these questions before commencing the application process.

3. Applicants will then be required to undertake a Universal Cognitive Aptitude Test and Employee Personality Profile. On completion of your application you will receive a Workplace Insights Report derived from the Employee Personality Profile; the report gives you the opportunity to receive immediate feedback regarding the test, insight into your personal workstyle, your strengths, and areas of opportunity

Both tests are undertaken online as part of the application process and may take up to 40 minutes to complete.



The Universal Cognitive Aptitude Test (UCAT) measures general cognitive aptitude, which includes the ability to solve problems, digest and apply information, learn new skills, and think critically. As a language-independent test, the UCAT does not test verbal ability, making it easily translatable and ideal for international use.

UNIVERSAL COGNITIVE APTITUDE TEST

A language-independent aptitude test ideal for international candidates.

Measures:

- Critical thinking
- Problem solving ability
- Attention to detail
- Logic and analysis

Questions: 40 items
Timed Test: 20 minutes

How many of the shapes in the left column are exactly the same as the right column?

A. 0
B. 1
C. 2
D. 3
E. 4

Answer: C



EMPLOYEE PERSONALITY PROFILE

A general personality inventory.

Measures:
Twelve personality traits that are predictive of a person's work style

Ⓢ Estimated Time: 15 minutes

The Employee Personality Profile (EPP) is a general personality test that provides valuable insights into how comfortable a person will feel within a particular role, otherwise known as "job fit." The test sheds light on each candidate's work behaviors and how they interact with others. The EPP can be used for any position.

KEY TRAITS

 ACHIEVEMENT	 ASSERTIVENESS	 COMPETITIVENESS	 CONSCIENTIOUSNESS
 COOPERATIVENESS	 EXTROVERSION	 MANAGERIAL	 MOTIVATION
 OPENNESS	 PATIENCE	 SELF-CONFIDENCE	 STRESS TOLERANCE

Shortlisted applicants will be invited to attend a face to face interview with the selection panel.

4. Following the interview process, preferred candidates may be required to undergo further testing.
5. Reference checking will be undertaken at the completion of all assessment to validate the preferred applicant's claims for the position.

Should you wish to find out more information on the Town of Cambridge please visit our website <https://www.cambridge.wa.gov.au/Home>

The Town is an inclusive employer and accordingly if you have a disability or condition that limits your ability to complete the online application process before the closing date please contact the HR team on (08) 9347 6012 to discuss an alternative lodgement method or reasonable adjustments to be made to the process.

IF YOU HAVE TECHNICAL ISSUES

You will need a reliable internet connection to complete the test.

You can access some information from the below link to help you prepare for the testing process.

<https://www.criteriacorp.com/resources/candidates.php>

When you first log in you will be asked to write down an Event ID. This is an important step as if you experience an internet connection issue and need to restart your assessment you will go to:

www.oda1.com and enter the Event ID

Ongoing technical issues please email help@criteriacorp.com; you will receive a response within 1 business day

Position Description

Role title:	Statutory Planning Officer
Grade:	4
Position Number:	619
Section:	Statutory Planning
Directorate:	Planning and Development
Position Objective:	To process a diverse range of development applications including residential, subdivision and commercial applications and provide accurate, consistent, and efficient advice on all matters related to Town Planning within the Town of Cambridge.
Stakeholder Engagement:	The position works collaboratively with all Town staff. Externally it liaises with ratepayers, local community groups, solicitors, other government agencies, other Councils and consultants/developers with regard to planning matters/issues
Direct Manager:	Manager Statutory Planning
Direct Reports:	Nil
Total Staff Responsibility:	Nil

Our values

Friendly and helpful

Teamwork

Creativity

Integrity

Respect

Acknowledgement

<i>Employee Signature and Name</i>	<i>Date</i>
<i>Manager Signature and Name</i>	<i>Date</i>

Position registered by

<i>HR Officer Signature and Name</i>	<i>Date:</i>

Key Responsibilities

In the context of the position and the Town's vision and values:

- Assess applications and carry out site inspections for development, land use and subdivision in accordance with Council policy and relevant legislative parameters.
- Prepare reports and recommendations on planning applications to Council.
- Provide sound advice and research with regard to Town Planning matters/issues.
- Monitor compliance with Town Planning Scheme and Statutory Controls and initiate enforcement processes if necessary.
- Prepare and participate in responding to appeals against council decisions in relation to Town planning determinations.
- Provide telephone, counter and on-site assistance to customer enquiries and coordinate community consultation accordingly.
- In all actions, be accountable and employ ethical decision making and good governance in line with Town of Cambridge Code of Conduct, values, policies, procedures and broader aspirations.
- Be engaged in sustainability initiatives and proactively suggest ways to improve recycling, energy and water consumption in Town operations and how Cambridge can maintain its natural environment in line with Town policy and the Strategic Community Plan.
- Take reasonable care to ensure your own safety and health and that of others, comply with instructions given for the safety of yourself and others and co-operate with management in its fulfilment of its legislative obligations, in line with Town policy.

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Previous experience in Town Planning (a minimum of 1 years' experience).
2. Demonstrated knowledge of statutory provisions relating to planning, meeting procedures and presentation skills.
3. Demonstrated statutory town planning, policy development and problem-solving skills
4. Proven ability to exercise initiative and judgement in the application of well-established methods and procedures.
5. Demonstrated high-level communication, interpersonal and negotiation skills within a customer service environment.
6. Tertiary qualification in Town Planning or a related discipline.
7. Current Western Australian "C" class drivers' license.
8. Previous experience in local government desirable.