



MINISTRY OF LOCAL GOVERNMENT

ROLE DESCRIPTION: PRINCIPAL TOWN PLANNER – DEPARTMENT OF TOWN & COUNTRY PLANNING

CORPORATE INFORMATION

1. Position Level: Salary Band K
2. Salary Range: \$ \$59,945.18 to \$76,852.80
3. Duty Station: Labasa – with limited travel required.
4. Reporting Responsibilities;
 - a) **Reports To:** Director Town and Country Planning
 - b) **Liaises with:** Internal – Ministry Staff
External – Line Ministries & Department, Statutory Bodies, Municipal Councils and Stakeholders
 - c) **Subordinates:** Senior Town Planner, Technical Officer I, Senior Town Planning Assistant

POSITION PURPOSE

The position supports, manages the overall operation of the Department of Town & Country Planning Northern Division offices in terms of completing statutory and major project. The Principal Town Planner plays a crucial role in managing and sharing the development of urban areas.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Manage divisional offices through professional planning leadership and management of staff within the divisions, with a clear emphasis on continuous improvement performance delivery and customer service, under the direct supervision of the Director Town and Country Planning;
2. Provide the necessary technical advice to the Ministry with the implementation of relevant programs recommended under the Urban Policy Action Plan [UPAP], specifically on thematic areas of Urban Economics development, Legal and Regulatory Framework, Urban Planning and Urban Management;
3. Oversee the completion of Master plans delegated by the Ministry, supervise preparation of strategic (local area) spatial plans within municipalities, projected growth areas including those areas within the proposed town boundary extension;
4. Coordinate the implementation of the recommendations of the Urban Policy Action Plan [UPAP] (2007) relating to urban planning, urban economic development, institutional strengthening and capacity building on urban planning, sustainable development and local government together with the supervision of preparation of strategic spatial plans of municipalities, projected growth and local areas including those areas within the proposed town boundary extension;
5. Provide policy advice to the Director on determination of zonings and master planning applications and appeals from the northern divisions respectively considered within the jurisdiction of Town Planning Act (Cap. 139) and Subdivision of Land Act (Cap. 140) and relevant laws to land development in Fiji;

6. Provide planning opinion on appeals relating decisions by the Director on zoning and master planning;
7. Coordinate the implementation of the recommendations of the Urban Policy Action Plan [UPAP] (2007) relating to legal and regulatory framework;
8. Provide knowledge transfer initiatives to subordinates, technical support staff and main stakeholders or partners; and
9. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All activities within the respective divisions are completed within the timeframes given and outcomes are consistent with the Ministries Corporate Plan and the Departments Business Plan.
2. All agreed activities in the work unit plan are completed and delivered as outlined in the work schedule.
3. All planning opinion on and building applications considered within the jurisdiction of the Town Planning Act (Cap. 139) and Subdivision of Land Act (Cap.140) within a turnaround time for building application of twenty (20) working days.'
4. All development applications received from the relevant Local Authority should be processed within seven (7) working days.

PERSON SPECIFICATION

In addition to a Master's in Town or Urban Planning, Urban and Regional Planning or another relevant field, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. A post graduate qualification and registration with a professional urban planning institution will be an advantage.

Knowledge and Experience

1. At least 8 years of practical work experience as a Town or Urban Planner.
2. Thorough knowledge of the principles, concepts and practices of municipal zoning, strategic planning, land use planning, urban design and urban environment, principals and practices of planning, design and development.
3. Knowledge of town planning laws, subdivision, zoning and on-site land and building laws related to land and building development in Fiji.
4. Sound knowledge of strategic urban planning, local area planning, infrastructure planning and policy formulation.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Ability to follow instructions and meet set timeframes, in particular with report writing and planning activities;
3. Demonstrated ability to work cooperatively within a team environment;
4. Excellent analytical skills and ability to scrutinize reports;
5. Demonstrated ability to maintain confidentiality at all times;

6. Capacity to utilize computer programs to support the operations of complex organization; and
7. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.