



MINISTRY OF LOCAL GOVERNMENT

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

CORPORATE INFORMATION

1. Position Level: Salary Band K
2. Salary Range*: \$64,556.35 to \$82,232.50

**Additional performance payments may be available for our highest performers, in accordance with the Public Service Commission guidelines.*

3. Duty Station: Suva – with limited travel required.
4. Reporting Responsibilities;
 - a) **Reports To:** Director Town and Country Planning
 - b) **Liases with:** Internal – Department staff and All Sections of the Ministry
External – Line Ministries & Department, Statutory Bodies, Municipal Councils and Stakeholders
 - c) **Subordinates:** Senior Town Planning Officers, Town Planning Officer, Technical Officer, Senior Town Planning Assistant, Town Planning Assistant and Clerical Officer

POSITION PURPOSE

The position will support and manage the overall operation of the Department of Town & Country Planning Strategic Planning Unit in the Central Division. In addition, this position will provide technical advice and recommendations in line with implementation for relevant programs recommended under the Urban Policy Action Plan [UPAP].

KEY RESPONSIBILITIES

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

1. Manage the operations of the Strategic Planning Unit, through professional planning leadership, and management of staff within a clear emphasis on continuous improvement performance delivery and customer service, under the direct supervision of the Director Town and Country Planning;
2. Provide policy advice to the Director on determination of land and building development applications in the Central and Eastern Division, considered within the jurisdiction of the Town Planning Act (CAP. 139), Subdivision of Land Act (Cap. 140) and relevant laws to land development in Fiji;
3. Formulate, develop and implement policies relating to urban development, urban design, development control & heritage planning;
4. Provide planning advice on appeals and relaxations on land and building to the Director Town & Country Planning;

5. Work with Manager Forward Planning [Rezoning] to provide the necessary technical advice to the Director Town & Country Planning and the Ministry on the implementation on relevant programs recommended under the Urban Policy Action Plan [UPAP], specifically on thematic areas of Urban Planning and Urban Management & Regulatory Framework;
6. Oversee the completion of the Greater Suva, Nadi and Lautoka Master plans and any other Master plans or advisory plans delegated by the Director Town & Country Planning or the Ministry;
7. Prepare and supervise the strategic (local area) spatial plans within municipalities, projected growth areas supervise including those areas within the proposed town boundary extension;
8. Provide advice and assistance to the Director Town & Country Planning in the review of the Town & Country Planning Act Cap. 139 and the Subdivision of Lands Act Cap. 140 and other subsequent regulations; 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 Strategic Planning Unit 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. Two (2) knowledge transfer initiatives to subordinates, technical support staff and main stakeholders or partners and ensure all major developments shall be considered within seven (7) working days.

PERSON SPECIFICATION

A Post Graduate Diploma in Town or Urban Planning, Urban and Regional Planning or relevant experience the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. A master's degree qualification and registration with a professional urban planning institution will be an advantage.

KNOWLEDGE AND EXPERIENCE

1. At least 9 to 10 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 these criteria will be considered in assessing the relative suitability of applicants.