



## MINISTRY OF LOCAL GOVERNMENT

**ROLE DESCRIPTION:** SENIOR TOWN PLANNER – REFORMS, PLANNING AND POLICY

### CORPORATE INFORMATION

1. Position Level: Salary Band I
2. Salary Range: \$46,627.14 - \$59,394.10
3. Duty Station: Suva – with limited travel required.
4. Reporting Responsibilities;
  - a) **Reports To:** Permanent Secretary through the Principal Town Planner
  - b) **Liaises with:** Internal – Department staff and All Sections of the Ministry  
External – Line Ministries & Department, Statutory Bodies, Municipal Councils and Stakeholders
  - c) **Subordinates:** Town Planner

### POSITION PURPOSE

The position is responsible for driving policy development, urban planning reforms, and the effective implementation of strategic urban management initiatives in line with national objectives. It supports the Ministry by providing expert advice on planning applications, urban design, and regulatory frameworks while fostering innovation and collaboration across stakeholders. Additionally, it ensures the integration of policy recommendations from the Urban Policy Action Plan (UPAP) and other related reforms to address contemporary urban challenges.

### KEY RESPONSIBILITIES

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

1. Support policy formulation and strategic planning initiatives related to urban development, zoning, and sustainable urban management, with an emphasis on reforming outdated frameworks and aligning them with current needs.
2. Provide expert advice to the Principal Town Planner, Permanent Secretary, Director of Town and Country Planning, and other stakeholders on complex planning applications, ensuring compliance with relevant laws, such as the Town Planning Act (Cap. 139) and the Subdivision of Land Act (Cap. 140).
3. Support the coordination and implementation of legislative reforms and recommendations from the Urban Policy Action Plan (UPAP), particularly regarding the legal and regulatory framework.
4. Advise on and evaluate land-use planning and building applications within established timelines to enhance decision-making and service delivery efficiency.
5. Strengthen institutional capacity by mentoring staff, fostering knowledge transfer, and conducting capacity-building initiatives for stakeholders and technical teams.

6. Collaborate with the Director of Town and Country Planning and Director Local Government through the Principal Town Planner to ensure a cohesive approach to urban planning reforms, local governance, and development controls.
7. Facilitate stakeholder consultations, workshops, and forums to ensure inclusive and transparent planning processes.
8. Support the Principal Town Planner to monitor and evaluate of the effectiveness of implemented reforms, policies, and programs, recommending improvements as needed.
9. Contribute actively to corporate planning, budgeting, and human resource development initiatives to align the department's objectives with the Ministry's goals.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Policy and Planning Reforms - Timely development and submission of urban planning policies and reforms, ensuring alignment with the Master Plan, Urban Policy Action Plan (UPAP) and other national priorities.
2. Stakeholder Collaboration and Engagement - Effective facilitation of consultations, workshops, and stakeholder engagements, with outcomes documented and integrated into urban planning initiatives.
3. Knowledge Sharing and Capacity Building - Regular capacity-building initiatives for team members and stakeholders, contributing to improved technical competencies and enhanced service delivery.
4. Provide professional and accurate advice on land-use planning and building development applications.

#### PERSON SPECIFICATION

In addition to a Bachelor's Degree 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. Registration with a professional urban planning institution is desirable.

##### Knowledge and Experience

1. At least 5 years' of practical work experience as a Town or Urban Planner.
2. Significant 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.