



Position Description

Vacancy Title: **Land Use Planner**

Location:

Reports To: **None**

Objective

To provide the necessary planning and technical supporting services to assist the Senior Land Use Planner in long range planning, environmental analysis, spatial analysis through the use of GIS tool for modelling and visualisation, and in the timely and efficient processing of development applications on iTaukei Land such as rezoning and subdivision that are in consistent with relevant planning laws and regulations in Fiji.

Outcomes

Organisational Stakeholders

1. Strategic Planning and Compliance

- Support provided to the Senior Land Use Planner in research and analysis for the preparation of TLTB Regional Land Use Master Plan for the various corridors and regions in Fiji.
- Sound advice and planning provided for landowners land development.
- Strategic local area plans (LAP), Subdivision scheme plans, and development control plans prepared for potential growth areas as approved by the Board and stated in the Strategic Corporate Plan. This entails extensive stakeholder networking and engagement (including with our landowners) and the Land Use Planner must be efficient in this area.
- Undertaking land use advisory plans for every LOU in Fiji is part of the Land Use Planning Unit's vision; and the Land Use Planner will be primarily tasked with this responsibility.
- Ability to produce scheme plans using relevant softwares such as ArcMap, AutoCAD, etc.
- Physical planning advice to Executive Management, relevant stakeholders, and the general public on matters relating to land use planning, land development, growth and spatial planning on iTaukei Land provided accordingly.
- A wide variety of planning studies requiring data collection, analysis and preparation of clearly written reports and recommendations on land use issues conducted.
- Research and reports for Senior Land Use Planner and Manager Land Services (MLS) prepared accordingly.
- Rezoning and subdivision applications on iTaukei Land assessed (using the LDVC Portal) in compliance with relevant planning laws and regulations in Fiji ensured.
- Assist in the effective implementation and development of TLTB'S computerized applications tracking and information system ensured.
- Assist in the implementation of the departments planning program as directed by SLUP and MLS ensured.
- The effective operation of the Land Services Department contributed to positively.
- Sound land management systems and procedures in line with the TLTB Estate Operations Manual (EOM) implemented.
- Field inspections and other related duties as needed performed accordingly.
- Information collated from Regional Offices on available iTaukei land for leasing purposes for monthly advertisement in a timely manner.
- Coordinate GIS system by compiling, assembling, analyzing and displaying spatial data. Maintain existing GIS databases and prepare GIS documents required to support current and long range planning projects ensured.
- All meetings with stakeholders (including our landowners) and government departments on land use and natural resources activities attended to.
- Other duties as assigned by SLUP and MLS performed accordingly.

2. Administration

- Contribute ideas and proposals aimed at improving the quality of the Land Use Planning Unit, in accordance with organization's objectives, and for monitoring effectiveness ensured.
- Participate in the implementation and review of the Board's Estate Operation Manual to increase operational efficiencies for Land Use Planning, Subdivision and operation processes ensured.

3. Customer Service

- A courteous approach to deal with customers provided at all times.
- A high level of customer service provided by paying attention to personal presentation, the need for detail and communication skills.
- Accurate and timely assistance and advice given to customers ensured.
- Commitment to the vision and mission statement of the organization ensured at all times.

4. Knowledge Transfer

- At least 2 knowledge transfer initiatives a year provided to Land Services Department accordingly.

Responsibilities - Key Competencies

Competence

Description

Business

Competence	Description
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.

Customer

Relationship Building	Build beneficial relationships with suppliers and stakeholders.
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People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Global Environment	Respond to globally driven changes in the organisation's environment.
Research	Apply formal research methodologies.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Land Management, Urban & Regional Planning, Urban Design, Other related discipline	

Work Knowledge and Experience

At least 3 - 5 years' demonstrated experience in a similar field.

Sound knowledge of the principles and practices of urban planning, design, and land development processes.

Sound knowledge of the TLTA Act, ALTA Act, Environmental Management Act, Town Planning Act, Subdivision of Land Act and other relevant legislation, regulations and policies related to land management and property.

Excellent computing skills (particularly Microsoft Office – Word, Excel, Powerpoint, Outlook). Demonstrated computer literacy and understanding of computerized property and applications tracking and information systems.

Knowledge and experience in using Geographic Information Systems (GIS) systems and processes, in the manipulation of geospatial data to achieve desired outcomes.

Demonstrated problem solving and decision making abilities along with the ability to recommend innovative, workable solutions.

Highly organised, with excellent communication skills, both written and verbally, to be able to meet deadlines under conflicting pressures while being committed to meeting customer expectations.

Demonstrated ability to work as part of a team and autonomously on specific projects.

A valid Class 2 manual driver's license.

Demonstrated networking and stakeholder engagement skills.

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of appropriate Professional Institutions is an advantage.

Regulatory Compliance Requirements

Driver's License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Executive Management	

Type	Interaction	Comments
	Management Team	
	Regional and Headquarters	
External		
	City and Town Councils	
	Customers	
	Government Officials	
	Landowners	
	Line Ministries	
	Stakeholders	
	Statutory Authorities	
	Regulators	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Customer/Client Focused	Focused on client and customer satisfaction and ensuring high levels of service are maintained at all times
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined / Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Apply Online Through HRmonise

Contact for Enquiries

Contact Name: Seruwaia Bolatini

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Further Contact Information: 3312733

Closing Date: 07 Oct 2022