

JOB DESCRIPTION FORM	
Job title:	Town Planner
Division/Department:	Housing Development Patterson Grade:
Date Prepared:	Sep-17
Overall Purpose of the Job:	Plan and manage land and services for all infrastructure projects. Interact with relevant role-players in terms of land and services issues. Prepare business cases and strategic briefs. Manage alignment of the planning framework JOSHCO with the Gauteng Provincial Spatial framework and City of Johannesburg. Manage town planning as part of infrastructure Planning. Direct town planning analyses to develop and maintain a physical resource planning framework. Direct spatial modelling to post project evaluations.
Position Size Parameters:	<i>None</i>
Organisation structure and Reporting Relationships:	Reports to: Senior Manager: Planning and Development
Qualifications	<ul style="list-style-type: none"> • A valid Grade 12 certificate. • Bachelor's Degree in Urban/Town and Regional Planning or relevant qualification. • Minimum of 5 years relevant experience in Town Planning or related area after registration with Professional registration with the South African Council for Town and Regional Planners (SACPLAN) as a professional planner. • Planning, organizing and execution skills. Knowledge of Project and programme management, Planning and Development Legislation and Gauteng Provincial Government Political and Executive strategic objectives and priorities. • Good communication and computer literacy skills. • Experience in project management of town planning processes (Project Management qualification will be an advantage) • Thorough knowledge of the principles and practices of Municipal Land Use Planning. • Knowledge of the subdivision and shore land and Municipal Zoning Statutes • Experience in the Municipal or Social Housing sectors and managing multiple-large estate projects.
Key Performance Areas:	Finance Objectives: <ul style="list-style-type: none"> • Projects are managed according to agreed and contracted budgets • Budgets are revised when changes are recorded • Give inputs on financial reports, expenditure and budgets
	Customer and Stakeholder Objectives: <ul style="list-style-type: none"> • Regular meetings are held with all agents and service providers to review progress, quality and safety and plans updated accordingly • Construction projects are occupation ready when handed over

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	<ul style="list-style-type: none"> • Advance inter-Governmental Relations (IGR) within the Gauteng City Region (GCR), COJ in terms of spatial governance by undertaking strategic interactions with various departments across all three spheres of government • Reports on progress are prepared and submitted as required • Positive relationships with communities near projects are maintained through consultation, communication and dispute resolution. 		
	<p>Operational Objectives:</p> <ul style="list-style-type: none"> • Provide advice and contribute to high-level projects that will assist JOSHCO achieve its outcomes. • Assist in the development of various policies relevant to the functions of the Integrated Development Planning • Management of spatial planning projects within JOSHCO. • Advance the role of spatial planning in relation to integrated planning by participating in various intergovernmental forums. • Interpretation of spatial plans and their relationship with each other on a regional scale within the GCR context. • Perform spatial analysis by utilising Geographic Information Systems • Participate in Integrated Development Plan (IDP) assessment processes to facilitate spatially integrated strategic planning. • Perform continuous research on new technologies and trends in spatial planning to improve performance and expertise within the Department. • Represent JOSHCO in advancing company interests through liaison with relevant bodies/councils on town and regional planning-related matters and supporting municipalities e.g. participation in Municipal Planning Tribunals (MPTs). • Develop quarterly and monthly performance reports. 		
	<p>People Objectives:</p> <ul style="list-style-type: none"> • KPA's are understood and achieved • The values of JOSHCO are understood and lived • Performance is constantly improved • New developments in the industry are understood and embraced 		
Key Competencies	<ul style="list-style-type: none"> • Thorough knowledge of the principles and practices of municipal land use planning. • Knowledge of the subdivision and shoreland and municipal zoning statutes. • Excellent understanding and at least 2-3 years' experience in working with the PFMA/MFMA and public entities • At least 5 years' experience in related construction sector and role players in the sector • Ability to analyse and interpret laws, ordinances, rules and regulations. • Ability to keep varied records, to assemble and organize data, and to prepare standard reports from records. 		

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	<ul style="list-style-type: none"> • Ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees and the general public. • Ability to maintain detailed records and to prepare reports. • Knowledge of the principles and practices of planning, design and development. 		
Internal and External Relationships/Contacts:	<ul style="list-style-type: none"> • Relationship with other departments in Housing Development • Relationship with Housing Management for the handover of new estates 		
Key Responsibility Area	Key Responsibilities	Key performance indicators	
1. Land and Property Identification	<ul style="list-style-type: none"> ▪ Develop appropriate terms of reference for the appointment of professional consultants for land and property identification purposes. ▪ Implement appropriate procurement practices to ensure appointment of required project resources in line with project timeframes . ▪ Gather critical data to inform the planning process. ▪ Coordinate the development of the Company's Land Acquisition Plan ▪ Identify suitable land for project development. ▪ Identify buildings for purchase for social housing purposes. 	▪ Land	Acquisition plan
2. Development Planning	<ul style="list-style-type: none"> ▪ Participate in the planning and design of housing development projects from conceptualization to implementation. ▪ Define project feasibility factors, resourcing requirements and project deliverables and time frames . ▪ Provide complex project planning functions. ▪ Prepare projects feasibilities and projects business plans. ▪ Manage town planning applications and submissions and effective town planning processes are adhered to. ▪ Obtain requisite approvals for various aspects of the planned projects from relevant competent authorities. ▪ Develop full scale project plans and associated communication documentation. ▪ Ensure effective communication on project expectations and progress to team members 	▪ Project	Feasibility studies

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	<ul style="list-style-type: none"> and stakeholders. ▪ Identify and resolve issues and conflicts affection the projects during the planning phase. 	
3. Land Suitability Assessment	<ul style="list-style-type: none"> ▪ Manage the professional consultants involved in the assessment of identified land to ensure suitability. ▪ Ensure town planning processes are implemented within the set timelines. 	<ul style="list-style-type: none"> ◆ Suitable land for social housing projects
4. Community Facilitation	<ul style="list-style-type: none"> ▪ Use all communication mediums to effectively detail town planning processes and progress to consultants, contractors and stakeholders. ▪ Prepare and implement project communication plans in liaison with other project members. ▪ Coordinate community participation in all projects during the planning and design processes 	<ul style="list-style-type: none"> ◆ Effective communication to relevant communities ◆ Development projects supported by communities
5. Meetings and Reports	<ul style="list-style-type: none"> ▪ Convene regular projects planning meetings and keep records. ▪ Prepare and issue regular town planning reports (weekly, monthly) to Executive Manager, Programme Manager and Funders. ▪ Attend monthly departmental meetings and report on progress. ▪ Prepare for and attend monthly planning meetings with Professional Consultants. ▪ Attend meetings with strategic partners to facilitate town planning approvals for projects of the pipeline. 	<p>Monthly planning meetings properly documented</p>
6. General	<ul style="list-style-type: none"> ▪ Perform any other town planning functions as might be required 	

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Key Competencies	GENERAL MANAGEMENT SKILLS: <ul style="list-style-type: none"> • Communication • Facilitation • Conflict Management • Relationship Management • Project Management • Ethical • General Management skills • Knowledge of policy and procedure development and implementation • Data Analysis skills • Budgeting and Budget Management skills • Problem-solving skills 	TECHNICAL KNOWLEDGE AND SKILLS <ul style="list-style-type: none"> • Social Housing Sector Legislation • Housing Design and Construction Techniques • Construction Management and Monitoring 	ATTRIBUTES <ul style="list-style-type: none"> • Emotional Intelligence • Persuasion • Assertiveness • Interpersonal Skills • Attention to detail • Adaptability and flexibility • Situational sensitivity
Agreed by Job Holder	<i>Name printed</i>	Signature:	
Approved by Immediate Line Manager	<i>Name printed</i>	Signature:	
Approved by Divisional Executive or CEO	<i>Name printed</i>	Signature:	

No job description can be all embracing. The above statements are intended to describe the general nature of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. In addition, if required, a job holder may be allocated to other temporary duties, provided these are in keeping with his/her status and experience.