

# Position Description

## Senior Development Assessment Planner

Branch	Planning, Development & Regulatory Services	Position Grade	15
Division	Corporate, Strategy and Development Services	Position Status	Permanent Full-time
Reports To	Manager Development Assessment	Standard Hours Per Week	35
Direct Reports	Nil	Position Delegations	Yes
Indirect Reports	Nil	Position Budget Responsibility	Nil
Position Number	1PD006, 1PD007, 1PD075	Award	Local Government (State) Award
Date PD Authorised	10/05/2021	Award Band	Prof Band 3 Level 3

### The Opportunity

The position of Senior Development Assessment Planner actively undertakes the business functions associated with the:

- Assessment and determination of development applications and Part 4 Certificates relating to multi dwelling residential housing, commercial, industrial development and subdivisions.
- Provision of high-level technical advice to both internal and external clients of the Council on Planning matters in order to comply with the Group's customer service obligations.
- Mentoring and support of less experienced staff within the Development Assessment business unit in order to build capacity.

The position will assist the Manager of Development Assessment and Group Manager by participating in a business transformation model to achieve cultural change and succeed in accomplishing agreed service delivery outcomes.

### Key Responsibilities

1. The statutory assessment of complex development proposals relation to residential, commercial, industrial and subdivision type applications. Ensuring that Development Applications are determined in accordance with service level agreement and relevant legislation in an accurate and responsive manner.
2. The professional development of less experienced staff within the Development Assessment business unit through mentoring and support programs to build capacity within the team.
3. Understanding and implementing the provisions of the Environmental Planning and Assessment Act 1979 and statutory instruments including State Environmental Planning Policies, Regional Environmental Planning Policies, and local environmental planning instruments and policies including Council's Local Environmental Plan, Development Control Plans and policies.
4. Drafting and preparing complex technical and professional business paper reports for matters that are not able to be determined in accordance with delegations or public interest matters for consideration by full Council or Committees of the Council.

*Working with you*

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5. Participating within the Planning Development and Regulatory Services Group as necessary to process certificate applications under the Environmental Planning & Assessment Act 1979 and Regulations and applications under the Local Government Act and Roads Act 1993 and Regulations.
  6. Attending site inspections and evaluate site opportunities and constraints including compatibility of developments with surrounding land uses. Attend pre-development discussions to provide technical advice on prospective development matters.
  7. Attending to customer service enquiries in relation to technical planning matters including participation in the Duty Town Planner rosters as scheduled ensuring that enquiries received from the development industry and the local community are responded to in a responsive, accurate and professional manner.
  8. Undertaking development compliance and regulatory enforcement of statutory requirements proactively and follow up public complaints regarding compliance matters in a timely and efficient manner.
  9. Actively participating in business improvement strategies to achieve best practice in development assessment and embrace change management principles. Actively participating in the development and implementation of business plans relating to core functions of the group.
  10. Attendance at the Land and Environment Court to represent Council as a Expert Witness in the Town Planning discipline. Attendance at Joint Regional Planning Panel meetings in order to provide technical advice on business paper items.

*Note: An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.*

### **Essential Criteria**

1. Tertiary qualifications in Town Planning, Urban and Regional Planning, Science or equivalent discipline with a minimum 5 years' demonstrated experience in Town Planning / Development Assessment, within a local government context.
2. Previous experience in staff mentoring and building capacity in order to professionally develop technical skills and experience to meet both assessment targets as contained within the group's business plan and achieve customer service commitments.
3. Demonstrated extensive and detailed knowledge of relevant legislation including the Environmental Planning and Assessment Act 1979 and Regulations 2000, with proven comprehensive experience in the assessment of complex development proposals in a variety of residential, commercial and industrial and rural contexts.
4. Demonstrated ability to build professional relationships within the development industry and promote Council as an efficient and effective organisation and the ability to demonstrate professional acumen in all business dealings with internal and external clients of the Council.
5. Demonstrated ability to be resilient to work pressures and demands and has analytical and problem-solving skills including the ability to critically analyse issues and develop and implement appropriate solutions. Demonstrated ability to collect and utilise data for evidence-based decision making
6. Demonstrated high level experience in the use of Microsoft Office, including Word, Excel, Outlook, and PowerPoint. Demonstrated high level experience in the use of Electronic Document Management Systems, computer based Geographic Information Systems, Customer Request Management Systems and assessment management tools (report and consent generation).
7. Ability to apply technical standards and have an appreciation and acceptance of political decision making within a local government context. Ability to be able to balance development outcomes within a political context

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8. Demonstrated analytical and problem-solving skills, including the ability to critically analyse issues and develop and implement appropriate solutions. Ability to prepare technical reports utilising clear and concise language including being able to communicate to a range of stakeholders both internal and external and to negotiate outcomes and resolve conflict.
  9. Ability to follow instructions, operate independently and with minimal supervision. Demonstrated ability to accept challenges, embrace change management principles, prioritise workloads and meet deadlines in a fast-paced environment.
  10. Demonstrated ability and commitment to providing quality customer service to both internal and external customers. Ability to demonstrate professional acumen in all business dealings with internal and external clients of the Council.
  11. Minimum Class C Drivers' Licence.

### **Desirable Criteria**

- Post graduate degree in Town Planning.
- Previous experience in the attendance at and representation to the Regional Planning Panels.
- Previous experience in the Land and Environment Court in representing Council as an Expert Witness in the Town Planning discipline.

### **Physical Requirements**

The position may have some or all of the following requirements:

- Keyboarding / Data Entry (repetitive)
- Sitting for lengthy periods (repetitive)
- Climbing stairs (within building)
- Walking over rough terrain
- Repetitive work – sitting, standing, driving

## Capabilities






Council has adopted the Local Government Capability Framework which describes the core knowledge, skills and abilities for a role, expressed as behaviours, and which set out the clear expectations about performance in Council: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for all employees.

Council’s Capability Framework provides the platform for annual performance appraisal so that there is a common basis for learning, professional development and salary progression.

Below is the full list of capabilities and the expected level of competence required for this position. The ones in bold are the essential capabilities. The ones in italics are focus capabilities specific for this position. The ones where the level is blank are not core capabilities but may still be important. More detailed information is contained in your annual Personal Performance Plan.

### Essential and Focus Capabilities

The essential and focus capabilities for the position are those judged to be most important at the time of recruiting to the position. They are the ones that an employee is rated on as part of their annual Performance Assessment.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal Attributes</b>	<i>Manage Self</i>	<b>Adept</b>
	<i>Display Resilience &amp; Adaptability</i>	<b>Adept</b>
	<b>Act with Integrity</b>	<b>Adept</b>
	<b>Demonstrate Accountability</b>	<b>Advanced</b>
 <b>Relationships</b>	<b>Communicate and Engage</b>	<b>Advanced</b>
	<b>Community and Customer Focus</b>	<b>Advanced</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	N/A
 <b>Results</b>	<i>Plan and Prioritise</i>	<b>Adept</b>
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Create and Innovate	N/A
	<b>Deliver Results</b>	<b>Advanced</b>
 <b>Resources</b>	Finance	N/A
	<b>Assets and Tools</b>	<b>Adept</b>
	Technology and Information	N/A
	Procurement and Contracts	N/A
 <b>Workforce Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A



## Acknowledgement

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

*Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.*

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*Employee Name (Print)*

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*Witness Name (Print)*

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*Signature*

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*Signature*

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*Date*

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