**CORPORATE INFORMATION**

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| **Position Title** | Co-ordinator – Development and Compliance | | |
| **Directorate** | Planning and Development | **Branch/Section/Unit** | Development and Compliance |
| **Position Number** | 1135 | **Award/Level** | 7 |
| **Award** | Queensland Local Government Industry (Stream A) Award – State 2017  Division 2, Section 1. | | |
| **Line Manager** | Manager - Development and Compliance | | |
| **Direct Reports** | Nil | | |

**SCOPE OF POSITION**

**Position Summary**

To provide high level support to the Manager – Development and Compliance with the co-ordination and assessment of development applications and to oversee and coordinate non-compliance matters with regard to Council’s Planning Scheme. To relieve in the position of Manager – Development and Compliance on a need-be basis.

**Key Responsibilities of the Role**

* Directly oversee and co-ordinate the assessment of development applications and provide high level support, mentoring and guidance to Council’s Planning Officers.
* Co-ordinate and oversee non-compliance matters pertaining to Council’s Planning Scheme.
* Provide high level support for the Manager – Development and Compliance as required.
* Provide technical advice on complex planning matters to internal and external stakeholders.
* Negotiating and liaising with clients on complex non-compliance matters to achieve positive outcomes for Council.
* Generating written reports for Council as required.
* Co-ordinate regular review of systems and processes associated with the assessment of development applications submitted to Council.

**Mandatory Licence/Competency (Ticket) Requirements**

* Nil

**Essential Knowledge/Skills/Qualifications Criteria**

* Qualifications (Post Graduate Degree or Degree) in Planning recognised for corporate membership by the Planning Institute of Australia.
* Extensive demonstrated experience assessing development applications and providing technical advice on matters related to the role.
* Extensive knowledge of statutory requirements and best practice relevant to the role and demonstrated experience implementing applying such best practice to the assessment of development applications and investigation into matters of development non-compliance.
* Demonstrated negotiation experience involving complex planning matters between applicants, State Government and elected representatives.
* Demonstrated experience leading and motivating a team of highly skilled professionals, including knowledge of contemporary human resource practices.
* Highly developed written and oral communication skills to facilitate the preparation of detailed reports on planning related matters.

**Physical Requirements of the Position**

*Note: Applicants with disabilities will be considered on a case by case basis.*

* An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
* An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
* An ability to clearly hear directions and instructions being provided at normal speech levels.

**Special Requirements**

* N/A.

**ORGANISATIONAL INFORMATION**

**Delegation/Authorities requirements of the position**

The Delegations and Authorities for this position can be accessed here − [**GRC009**](file:///C:\Users\tanias.GRC\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\MFE3TJKJ\GRC009.pdf).

**Safety**

**Behaviours**

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

**Responsibility**

Apply council policies and procedures in every day work activities to assist council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland’s *Work Health and Safety Act 2011*.

**Related documents**

* WHS Policy statement [**WHSPOL004**](file:///C:\Users\tanias.GRC\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\MFE3TJKJ\WHSPOL004.pdf).
* Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
* The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position. It can be found here − [**WHSPOL010**](file:///C:\Users\tanias.GRC\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\MFE3TJKJ\WHSPOL010.pdf).

**Code of Conduct**

As per the Staff Code of Conduct, employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures. The Code of Conduct OCPOL001 can be found here − [**OCPOL001**](file:///C:\Users\tanias.GRC\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\MFE3TJKJ\OCPOL001.pdf).

**Records Management**

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with council’s Recordkeeping Policy which can be found here −[**CGPOL002**](file:///C:\Users\tanias.GRC\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\MFE3TJKJ\CGPOL002.pdf).

**Council’s Vision**

To be the *natural* choice to live, work and play.

**Council’s Values**

Accountable − We take responsibility for our actions. We will be accessible and fair.

Consistent − Our actions will reflect council’s guidelines and practices at all times.

Appreciative − We value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative ­− We will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful − We treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

**POSITION APPROVAL AND ACCEPTANCE**

**Approved By**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Position** |  |
| **Signature** |  | **Date** |  |

**Accepted By**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Signature** |  | **Date** |  |

*The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.*