



POSITION DESCRIPTION

Position Title:	MANAGER DEVELOPMENT ASSESSMENT
Position no.	20240005
Department:	Planning and Environmental Services
Main purpose of the role:	Ensure Council's development assessment functions are carried out in accordance with relevant legislation and policy in an efficient and effective manner.
Reports to:	Director Planning and Environmental Services
Subordinate Staff:	Direct reports, <ul style="list-style-type: none"> • Trainee Town Planner • Building Surveyor/s • Other departmental staff as required
Hours of work:	8.30am to 5.00pm based on a 9-day working fortnight.
Salary Grade:	Grade 22
Disclosure of Interest: Is the position required to complete a Disclosure of Interest Form (clause 4.18 of Council's <i>Code of Conduct for Council Staff</i>)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Last reviewed:	April 2024

PRIMARY RESPONSIBILITIES AND DUTIES

- Oversee and provide expert assessment of development proposals to ensure compliance with legislation, Council policies and statutory requirements.
- Oversee Strategic Land Use Planning, including specialist assignments and assessments requiring comprehensive knowledge and experience in town planning.
- Prepare and review development assessment reports.
- Develop and maintain Council's heritage programs.
- Oversee Local Government Act assessment and approvals.
- Oversee issue of planning and other certificates.
- Represent Council in legal proceedings as required.
- Supervise and provide sound and innovative leadership to staff.
- Support the implementation of Council policies and practices within the section.
- Manage contracts on behalf of Council as required.
- Supervision of Contractors engaged by Council as required.
- Provide forward planning, training, and budgeting advice.
- Respond proactively to customer service requests
- Portray a positive image to all internal and external customers ensuring that they are treated in a polite and professional manner.
- Observe safe work practices.
- Provide management and supervision of staff and contractors delegated to this position.
- Perform other duties as required.

SELECTION CRITERIA

- Relevant qualifications in Town Planning or Building Certification or related discipline, including relevant experience.
- Demonstrated experience in Town Planning and / or Building Certification.
- Demonstrated experience in leading and supervising a team of people.
- Hold a SafeWork NSW recognised General Construction Induction Card (White card) or be prepared to obtain same.
- Current driver's licence.