

Position description

Coordinator Planning Assessment

Summary information

Section	Development Assessment	Directorate	Planning and Development
Position grade	Band 3 Level 3 Grade 17	Position type	Permanent, full-time
Reports to	Manager Development Assessment	Direct reports	Yes
Approval limit	\$25,000	Release limit	\$0
Created/reviewed	December 2018	BCC numbers	BCC584, BCC586, BCC589 and BCC1764

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- Lead and provide guidance to a team of town planning professionals in the efficient and effective processing of development applications and other planning tasks whilst ensuring compliance with Council's statutory responsibilities, policies and procedures
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

2 Qualifications and experience

Essential

- Town Planning or equivalent tertiary degree in a related discipline

- In depth experience as a Town Planner, especially involving the assessment of development applications
- Experience in project management, including the coordination of resources in order to deliver projects within the specified timeframes
- Experience in giving pre-lodgment advice
- Experience in providing relevant DA advice at State and Local Planning Panel meetings
- Experience in preparing reports to submit to the State and Local Planning Panels
- Experience in attending and representing Council in Class 1 and 4 Land and Environment Court case matters
- Class C Driver's Licence
- Availability to work flexible working hours
- Demonstrated extensive understanding and knowledge of NSW Environmental Planning and Assessment Legislation State Environmental Planning Policies and recent Planning Reforms. A sound knowledge of local government development assessment practices and procedures
- Experience in working with computer-based systems and applications
- Ability to demonstrate a strong customer focus and an appreciation of the impacts of customer involvement on Council, including a recognition of the need to be committed to continuous improvement and positive customer service
- Ability to work within a team environment and have an open, helpful and respectful attitude towards the requirements of the job and fellow employees (both peers and colleagues alike). An appreciation of the need to mentor staff and impart technical knowledge so as to improve the technical knowledge of other members of the team
- Experience in developing, implementing and monitoring internal work procedures, supervising a team of planners and checking team work output.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Leading a team of professional town planners in meeting Council's performance targets whilst also delivering high quality outcomes consistent with Council's vision for the City
- Achieving good design outcomes "on the ground" as a result of recommendations arising from the assessment process and exercising the approved level of delegated authority
- Ensuring that Council's policies and requirements are not overlooked in the assessment process and that the relevant legislative requirements of the EPA Act 1979 are fully complied with
- Ensuring that reports to Council are accurate and address all relevant matters
- Reporting on development proposals in such a manner that, irrespective of how the application is determined, Council's image will be projected as courteous and efficient

- Approaching problems using research, analysis and evaluation of information which is often not readily available, to deliver a recommendation for a course of action in relation to a development matter
- High level, detailed and considered investigation and adaptive thinking to evaluate a variety of issues in more complicated development assessment and ancillary applications.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standard
 - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Supervise members of a Town Planning Team in their investigation and processing of development applications or Pre-lodgment meeting minutes, including any reports to the Director City Planning and Development

- Make recommendations regarding development applications to be determined under delegation or by the Local or State Planning Panel
- Make recommendations to guide decisions on construction certificates and to proactively be involved in resolving issues in a team environment
- Negotiate amendments to applications which are deemed necessary to mitigate adverse environmental impacts
- Consult with other staff in the directorate, other directorates of Council, consultants, the development industry and with the public in accordance with Council's policy
- Investigate and report on development matters to the Manager Development Assessment and the Director City Planning and Development for their information and/or action as directed
- To provide professional and expert advice to developers and the general public in relation to planning matters relevant to the Development Assessment team
- Provide support and assistance to team members
- Coordinator to mentor team members through analytical problem solving of unusual development applications to ensure adherence of policies and legislation
- Resolve multi-party conflicts involving competing objectives
- Coordinate the development assessment process for assigned applications for pre-lodgment meeting minutes
- Negotiate appropriate outcomes of Council, applicants and the public
- Develop and maintain a personal image and corporate perspective which embodies quality service with responsiveness to Council's customers and staff
- Act in the position of Manager Development Assessment as required
- Report to and be accountable to the Manager Assessment for the delivery of high-quality professional service
- Facilitate the training of relevant new professional staff in the area team
- Attend as a Council expert in Land and Environment Court Appeals on Development matters and to exercise delegation on behalf of Council to make decisions in relation to appeals relating to Section 34 conferences and at a Land and Environment Court hearing
- Volunteer management duties if applicable
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

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Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

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	Signature	<hr/>	Date <hr/>
Supervisor	Name	<hr/>	
	Signature	<hr/>	Date <hr/>