

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Senior Development Planner	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	TBA	Classification Level:	8
Employment Location:	Auswide Building	Position Status:	Full-time Permanent
Department:	Development	Document Last Reviewed:	5/05/2022
Branch:	Development Assessment	Job Dictionary:	N/A
Accountable To:	Principle Planner Development Assessment		
Aim of Position:	The focus of this position is to lead a small team of planning officers in providing planning support to the Development Assessment section and Development Group. The position has a key role in the provision of expert planning advice and assessment of the impacts of development activities with the Region to ensure development reflects Council's desired objectives and standards whilst also ensuring that land use and development meet statutory requirements and community expectations. The role will also ensure that the work of reporting staff achieves the same standards.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

1. Ensuring that Development Assessment activities, including concurrence agency assessments, are carried out in accordance with the relevant statutory processes, including the DA Rules and the Planning Act 2016.
2. Provide expert advice to prospective developers, consultants, internal stakeholders, and the public on a range of planning, land use and development matters.
3. Assess the impacts of development activities within the Region, including handling of public enquiries
4. Ensure that land use and developments meet statutory requirements by conducting, overseeing, and authorising the efficient, accurate, timely and thorough processing of development applications to ensure compliance with Council's Planning Scheme and policies within time frames set by the organisation.

5. Inspection of completed works to ensure compliance with Development conditions, including timely and effective development compliance assistance and approving plans of subdivision within Council time frames.
6. Conduct and oversee the preparation of correspondence relating to Planning matters, Planning and Development Certificates and Property Searches.
7. Mentor, develop and inspire staff through training and development activities related to a current or future job to achieve the goals and objectives of individuals and the organisation.
8. Clearly and regularly communicate performance standards and expectations to team members.
9. Actively participate in and encourage team members to participate in the preparation of statutory and strategic planning instruments as required.
10. Undertake other reasonable duties and tasks requested by Management within the incumbent's capabilities, including additional duties as required during periods of absence of other staff.

Position Requirements - Qualifications and Experience:

Mandatory:

- Tertiary Degree in Urban and Regional Planning
- Current Drivers Licence
- Membership of the Planning Institute of Australia, Registered Planner status is desirable
- At least five years' relevant planning experience in Development Assessment or related field, local government experience is desirable
- Demonstrated experience in the use of and detailed knowledge of the legislation related to the development assessment process, including the Planning act 2017 and Local Planning Instruments.

Desired:

- Experience in a local government development assessment role
- Qualifications in management and leadership

Organisational Capabilities – Team Leader/Supervisor (Leading Others):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Building Relationships (mandatory)	Building relationships with teams and stakeholders: <ol style="list-style-type: none"> 1. Inspires and connects with the values, beliefs and interests of others 2. Effectively manages consultative processes in a group or forum 3. Fosters teamwork and rewards cooperative and collaborative behaviour, while resolving conflict using appropriate and respectful strategies 4. Recognises the positive benefits of diversity and capitalizes on these for the benefit of the organisation
Customer Focus (mandatory)	Understands customer perspectives and works across boundaries: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Encourages a strong customer focus and builds understanding of customer perspectives within their team 3. Shows respect for customers and stakeholders
Safety and Professionalism (mandatory)	Champions and models safe, professional and ethical behaviour:

	<ol style="list-style-type: none"> 1. Manages safety issues and problems, resolves corrective actions and monitors to ensure compliance 2. Models' ethical behaviour and consistently applies those ethical standards to self and others 3. Is consistent in words and actions 4. Is viewed as trustworthy, honourable, and truthful, and respectful of the views of others 5. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job Requirements (mandatory)	Applies business management skill: <ol style="list-style-type: none"> 1. Applies sound business management skills in corporate governance areas, such as financial, contract and project management
Cross-Organisational Thinking	Understands how their team's work aligns to Council's objectives: <ol style="list-style-type: none"> 1. Conveys the vision for their area in a compelling way 2. Able to describe their work, and the work of their team, contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing work
Leading People	Inspires individual and team commitment to achieve results: <ol style="list-style-type: none"> 1. Motivates individuals and creates a climate in which people want to do their best 2. Regularly reviews performance and holds timely and frank discussions with all team members 3. Provides regular feedback and recognises team member contributions 4. Gives people the balance of autonomy and support they need to achieve outcomes 5. Builds a cohesive and supportive team environment
Developing People with a One Team Focus	Builds team capability: <ol style="list-style-type: none"> 1. Takes responsibility for team development 2. Uses development plans to address skills/knowledge gaps or to strengthen current capability 3. Identifies a broad range of development opportunities for team members 4. Develops staff for high performance through providing appropriate guidance and supporting them to resolve their own issues
Driving People's Performance	Manages team performance: <ol style="list-style-type: none"> 1. Breaks down projects into objectives and goals, and accurately scopes out length and difficulty of tasks 2. Organises the team to deliver the required program of work 3. Provides clear and accurate reporting of progress and performance
Managing Stakeholders	Manages internal and external relationships: <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Models open communication by actively and attentively listening to others 3. Seeks to understand the audience and adapt accordingly 4. Builds networks with peers and works collaboratively with others 5. Reads situations quickly and sees conflicts as opportunities 6. Can settle disputes equitably by finding common ground and gaining cooperation
Decision Making	Displays rigour in advice:

	<ol style="list-style-type: none"> 1. Provides advice that is rigorously considered and supported by a clear rationale 2. Looks beyond the obvious and persists with analysis and solutions 3. Makes timely decisions
Making Improvements	Drives continuous improvement: <ol style="list-style-type: none"> 1. Encourages creativity and innovation 2. Identifies and implements improved ways of doing things
Progressing Change	Champions and implements change: <ol style="list-style-type: none"> 1. Communicates the positive side of change for the team and organisation 2. Assists the team to adapt to a changing environment 3. Influences others

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance for all roles and levels in Council

Accountability	Action
1. People Management	<ol style="list-style-type: none"> 1. Oversee and manage the performance management process, including completing performance appraisals and managing unsatisfactory performance, for direct reports to drive and recognise high performance. 2. Manage the recruitment and selection process within area of responsibility. 3. Actively coach and develop direct reports, continuously assess training needs and monitoring completion of agreed training.
2. Workplace Health and Safety	<ol style="list-style-type: none"> 1. Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
3. Culture	<ol style="list-style-type: none"> 1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision, and values of Council. 2. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
4. Information Services and Technology	<ol style="list-style-type: none"> 1. Protect and manage Council's information assets in accordance with legislative, policy and process requirements. 2. Use Council's technology appropriately and with respect.
5. Disaster Management	<ol style="list-style-type: none"> 1. Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
6. Customer Service	<ol style="list-style-type: none"> 1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
7. Financial Accountability and Governance	<ol style="list-style-type: none"> 1. Models compliance with Council's procurement Policy. 2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. 3. Legislative Sub-Delegations and authorisations may also be applicable.
8. Corporate record-keeping	<ol style="list-style-type: none"> 1. Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's record-keeping requirements.

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
COVID-19	Staff are to be fully vaccinated and provide appropriate evidence; or provide evidence of a medical contraindication.

Acknowledgment

I hereby agree to abide by Council values, policies, and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

Signature of Employee	
Print Name	
Date	/ /