

# POSITION DESCRIPTION

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| Position Title | Development Enquiry Officer |
| Position Number | SP-EP-35 |
| Grade | 12 |
| Reports To | Team Leader Development Advisory Services |
| Division | Environment & Infrastructure |
| Hours | 70 hours per fortnight |
| Award | Local Government (State) Award  |
| Budget | N/A |
| Staff Responsibility | Nil |

## Position Purpose

Verbal and written response to planning enquiries, over the counter review and lodgement of development applications, review of fee quote for complex development applications, development assessment support tasks and assessment of minor development applications.

### Selection Criteria

Essential Criteria:

* 1. Enrolled or completed a Degree in Town Planning, building studies or equivalent.
	2. Working level of knowledge and skills in areas of regulatory planning and building matters.
	3. Class C Drivers Licence.
	4. Familiarity and awareness of the Development Assessment process.
	5. Working knowledge of the Environmental Planning & Assessment Act 1979, Local Government Act 1993 and related Legislation.
	6. Ability to meet deadlines on a daily basis with possession of excellent time management skills.
	7. Demonstrated understanding of the business of Local Government and the roles of other Government Departments.
	8. Excellent written and oral communication skills for effective communication and conflict resolution/mediation and negotiation.
	9. Demonstrated ability to maintain a safe work environment and apply EEO/Anti-discrimination principles across all activities within Development Assessment Section.
	10. Computer literacy skills and ability to operate computer based systems.

Desirable Criteria:

* 1. Tertiary qualifications in urban planning, building studies, related field or equivalent.
	2. Experience in the assessment of applications.
	3. Working knowledge of the Building Code of Australia.
	4. Ability to work within a team environment.
	5. A minimum of 1-2 years’ experience in development assessment and/or working in a local government planning/development department.

### Key Relationships

This position reports to the Team Leader Development Advisory Services and will have wide ranging communications. Key relationships include members of the public, developers and builders, designers and architects, property investors and owners, consultants, solicitors, government agencies and authorities officers of the organisation relevant to development assessment, development and building compliance, building certification and senior management.

### Principal Responsibilities

* 1. **Planning Advisory Services**
	+ To provide advice to potential applicants and assessing development and related applications at lodgement to ensure they meet Council’s lodgement requirements.
	+ Provide written and verbal advice to public, staff, etc. on land-use, Council policies and procedures and planning legislation.
	+ To liaise with staff within and outside of the immediate Department as the need arises in relation to development matters.
	1. **Development Assessment & Coordination**
	+ Assessment and processing of routine Development Applications, as required, including the provision of technical comments and conditions.
	+ Processing and management of Operative Consent requests.

**3.3 Professional Development**

* + Attend team meetings, seminars and workshops to ensure knowledge is current and continued professional development.

**3.4 System Improvement**

* + Assist with development and implementation of policy and procedures relative to the Development Team.
	+ To ensure that there is reasonable provision and contribution to Department/Section work plans as required. To ensure that work is undertaken within/according to established work plans.

### Risk Management

***Worker Risk Responsibilities***

Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace. Staff should provide input into various risk management activities. Staff are responsible and accountable for taking practical steps to minimise Council’s exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

### Work Health Safety

**Worker WHS Responsibilities**

* Comply with all Council safe work policies and procedures and any reasonable safety instructions given by your Manager or supervisor.
* Work with due care and consideration to safeguard your own health and safety and the health and safety of others and report any potential hazards, incidents or injuries to your manager/supervisor.
* Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with Work Cover requirements.
* Participate and assist in achieving set WHS targets and target completion times.
* Support Rehabilitation in the workplace.
* Attend all relevant safety training and information sessions provided.

### Energy & Water Commitment Statement

**Employees Responsibilities**

Staff are responsible for taking practical steps to reduce Council’s energy and water use within their activity and responsibility.

### Child Related Position

Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices. Although this position is not child related you should report any suspicions you may have that a child or young person is at risk to the Child Protection HELPLINE on 132 111. Any employee related child protection issues should be reported to Cumberland Council’s Manager Executive Support. As a worker and contractor there are responsibilities, authorities and accountabilities identified in your employment/engagement conditions that state and identify actions to be taken and the accountabilities that you are required to meet that are non-negotiable in terms of compliance.

### Record Keeping

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

### Signatories

I agree this position description accurately reflects the duties and responsibilities of my role:

Name:

Sign:

Date:

Managers Name:

Sign:

Date: