|  |  |
| --- | --- |
| **Title** | Development Planner |
| **Classification/Grade/Band** | Band 3 Level 2 |
| **Group/Unit/Section** | Environment and Planning / Development Assessment |
| **Reports to** | Section Manager Development Assessment |

**Vision**

A vibrant organisation doing great things.

**Purpose**

To provide valuable services that strengthens and supports the Central Coast Community

**Values**

Decisions, actions and behaviours are governed by our Corporate Values; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Development Planner is responsible for ensuring the efficient implementation of land use policy and compliance with relevant legislation and Council’s local laws and policies.

The position of Development Planner is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Conduct assessment of development and other planning related applications including site inspections in required timeframes;
* Provide advice and commentary to Strategic Planning with regards to policy amendments to strategic land-use policy and plans, including Development Control Plans, Local Environmental Plans and Contributions Plans;
* Provide professional advice on strategic and statutory planning matters to customers and industry professionals;
* Prepare detailed and complex reports to Council and the other committee’s meetings on planning matters and attend the meetings when required;
* Prepare and provide expert evidence in Land & Environment Court matters;
* Expertise in problem solving skills and analytical thought processes, through research and assessment of planning applications, planning issues/problems;
* Providing excellent customer service;
* High level of verbal and written communication and presentation skills;
* Liaise with other professionals within Council and externally, including industry professionals / associations, in respect of expert advice leading to resolution of development and planning proposal applications, e.g. environment, heritage, flooding, etc.
* Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s skills, training and experience.

**Authority and Accountability**

* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
* Policy and procedures are readily available but the Development Planner is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
* Decisions affect the work and activities of others within the section or from a specific project team;
* The work of the Development Planner influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
* The Development Planner complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee’s acts or omissions;
* Identifies requirements as an input to budget development;
* Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

**Personal Attributes**

* Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
* Represent the organisation honestly, ethically and professionally and encourage others to do so;
* Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
* Support initiatives that create an environment where diversity is valued.

**Interpersonal Skills**

* Write fluently in a range of styles and formats and tailor communication to the audience;
* Identify customer service needs, understand customer perspectives and implement responsive solutions.
* Build cooperation and overcome barriers to information sharing and communication across teams/ units;
* Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

**Business Enablers and Technical Skills**

* Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
* Use expertise and seek others assistance to achieve work outcomes;
* Ensure current work plans and activities support and are consistent with organisational change initiatives;
* Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
* Ensure that actions of self and others are focused on achieving organisational outcomes;
* Take account of financial implications and return on investment when planning financial transactions;
* Support compliance with records, information and knowledge management requirements of the organization;
* Be aware of procurement and contract management risks and actions to mitigate these;
* Evaluate progress and identify improvements for future projects.

**Team Work**

* Ensure team objectives achieve business outcomes that align with organisational policies;
* Plan and monitor resource allocation effectively to achieve team objectives.

**QUALIFICATIONS**

**Essential**

* Degree qualifications in Town Planning or related field;
* Demonstrated experience in a similar role;
* Membership of, or eligibility for membership of, the Planning Institute of Australia;
* Current Class C Drivers Licence.

**EXPERIENCE**

* Demonstrated knowledge and understanding of environmental planning legislation, planning NSW system and Local Government Act 1993;
* Demonstrated understanding of policy and strategy development;
* Demonstrated experience in analysing and researching planning issues and providing solutions;
* Demonstrated understanding of local and regional planning concepts;
* Demonstrated effective verbal and written communication skills;
* High level of negotiation, mediation and conflict resolution skills
* Demonstrated proficiency in providing technical expertise, coaching and advice to relevant staff to allow them to effectively undertake their responsibilities and duties;
* Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation;
* Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.

Key Relationships

|  |  |
| --- | --- |
| Internal | External |
| Executive Leadership Team | Community |
| Leadership Team | State and Federal Government Agencies |
| Unit Managers | Industry representatives and associations |
| Section Managers/Team Leaders | Unions |
| Council employees | Vendors |