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| **Title** | Senior Development Planner |
| **Classification/Grade/Band** | Band 3 Level 3 |
| **Group/Unit/Section** | Environment and Planning / Development Assessment / 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 Senior Development Planner is responsible for achieving development of a high standard, meeting statutory requirements and enhancing sustainability through management of Council’s Development Assessment processes.

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

**Key Duties and Responsibilities**

* Provide high level professional and technical advice into planning, development and land use matters to Council, staff, community and other relevant authorities;
* Provide administrative, technical and professional advice and direction to customers on planning matters to achieve results in line with the corporate goals of Council whilst maintaining a high standard of customer service and quality control;
* Assess the impact of development proposals in relation to development issues and determine appropriate development requirements to ensure orderly development;
* Review all aspects of all reports and conditions of consent for development, including policy review and strategic planning documents;

* Assess, coordinate and manage complex development matters and special projects (e.g. integrated developments, major industrial, commercial and residential projects, subdivisions of all sizes, environmentally and politically sensitive projects) ensuring appropriate consultation is sought and recommendations for an acceptable outcome are made within an appropriate timeframe;
* Assess development applications in a timely and efficient manner in accordance with relevant policies, requirements and negotiations;
* Prepare submissions and represent Council at the Land and Environment Court, Hunter and Central Coast Regional Planning Panel and other planning bodies ensuring deadlines are met;
* Participate in, and where required, lead cross-sectional/multi professional work groups in the timely conduct of development assessment, including research, inspection, consultation, preparation of reports and correspondence, monitoring, attending and conducting meetings designed to facilitate the process;
* 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;
* The Senior Development Planner may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
* Decisions affect the work and activities of others within the section of from a specific project team;
* The Senior Development Planner influences a number of separate community groups through policy application and development;
* The Senior Development Planner has the authority to certify that works meet relevant statutory requirements and is accountable/liable for own actions or decisions, with any consequences (including legal) being borne by the individual;
* 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 solid contemporary experience in a similar role, combined with ongoing professional development;
* Membership of, or eligibility for membership of, the Planning Institute of Australia;
* Current Class C Drivers Licence.

**EXPERIENCE**

* Extensive experience in planning, including both strategic and development assessment;
* Experience in supervising multi-disciplinary teams including external consultants;
* Comprehensive knowledge of the Environmental Planning and Assessment Act 1979, Local Government Act 1993 and other relevant legislation together with the various principles and practices involved in development and land use planning;
* Ability to read and interpret plans;
* 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

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