Position Description

Position Title:	Development Officer (Planning)
Directorate:	Governance
Service Unit:	Regulatory, Planning & Assessment
Salary Point:	12
Position Reports To:	Development or Building Assessment Team Coordinator
Staff Management:	Responsible for own work only
Budget Responsibility:	None
Date PD Reviewed:	June 2019

Organisation Context of Position

City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km^2. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of Governance is to provide legal compliance and advice to inform evidence-based decision making throughout and across CN including:

- Legal compliance, good governance and ethical decision making;
- The Directorate is primarily internal facing to effect regulatory and compliance advice across and on behalf of CN, through internal services to all service units;
- The Directorate will also have direct community contact through the Regulatory & Assessment functions and customer /Councillor requests for information and advice;
- The direct customer is CN through good governance across the organisation however, service provision must also be maintained to relevant external agencies; and
- Ensure cross functional working relationships, connections and collaboration to achieve 'whole of organisation' objectives.

The Service Elements that form the Governance Directorate are:

- Finance
- Legal
- Regulatory, Planning & Assessment

Workplace Health & Safety

WHS RAA Level	6

For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Purpose

Responsibility is held for the management of assigned development projects (incorporating the pre and post development phases) and co-ordination of multi-disciplinary development projects and project teams including:

- Assessment and determination of development applications, applications to carry out activities and applications for certificates within the constraints of delegated authority and in accordance with relevant statutory requirements.
- Ongoing monitoring of development matters (approved or otherwise) and taking appropriate action to ensure compliance with relevant statutory requirements.
- Contribute to the preparation of project related development control plans, local environmental plans, codes and policies.
- Provision of professional advice to external and internal customers regarding development proposals, CN assessment procedures, statutory requirements, adopted development control plans and general planning, development and building issues.
- Promotion of CN's Regulatory, Planning and Assessment Service Unit as a customer and community focused, best practice service.

Position Responsibilities

- Process, assess and determine as appropriate, assigned development and activity applications and applications for certificates in a manner, which is consistent with statutory requirements, adopted codes/policies and sound development control principles and practices.
- Provide consistent and accurate advice to the general public, prospective applicants, councillors and other customers in respect of statutory requirements, development standards and CN policies.
- Promote the image of CN as a competent, efficient and courteous service provider, consistently delivering high quality development outcomes with a strong customer service focus.
- Contribute positively to a cooperative and supportive multi-disciplinary team environment and the maintenance of overall team performance objectives.
- Satisfy sound environmental planning principles and meet necessary legislative requirements in contributing to the making of local environmental plans and development control plans.
- Manage public notification and community consultation processes including attendance at community meetings and informal planning conferences, negotiate with applicants, facilitate outcomes between applicants and objectors, and participate in mediation processes where necessary.
- Undertake site inspections of development works at various stages of process and communicate performance requirements to developer.
- Respond to development and land use related enquiries.

- Prepare reports and appropriate recommendations to CN on development project related local environmental plans and development control plans.
- Make recommendations regarding unsatisfactory or unauthorised development works and prepare notices and orders as appropriate.
- Instigate and undertake appropriate action to enforce CN and statutory requirements as necessary, including preparing statements of evidence, appearing as an expert witness in defence of appeals and other actions representing CN in the local and land and environment courts.
- Undertake special project work.
- Undertake research in relation to specific development projects.
- Represent the service unit on internal / external committees, working parties and commissions of inquiry.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

- Recognised tertiary qualifications or demonstrated equivalent experience in town planning; building surveying/environmental health; engineering; and/or a related discipline.
- Experience and demonstrated competence in the assessment and determination of Development and/or Construction Certificate applications, including the conduct of routine progress inspections on development projects.
- Knowledge of the provisions of the Environmental Planning and Assessment Act 1979 and/or the Building Code of Australia.
- Sound analytical and problem-solving skills with ability to competently address technical issues.
- Sound written and oral communication skills including demonstrated negotiation and conflict resolution skills, computer literacy and proven ability to prepare reports on development matters.
- Demonstrated ability to be an effective team member of multi-disciplinary teams.
- Ability to manage work priorities efficiently and to work independently with a minimum of supervision, with a strong customer service focus.
- Demonstrated ability to monitor development matters (approved or otherwise) and to take appropriate action to ensure compliance with relevant statutory requirements.
- Possession of a current Class C drivers' licence or equivalent.

Desirable

- Proven experience in dealing with and resolving complex development or building issues, complaints or enquiries.
- Demonstrated ability to manage multiple development projects and teams within strict deadlines including the co-ordination of multi-disciplinary input into development projects.
- Experience and competence in the collection and preparation of evidence in relevant legal proceedings.
- Ability to participate in organisational change strategies, service delivery and policy reform.