

Position Description

Position Title:	Development Officer (Heritage Planner)
Directorate:	Governance
Service Unit:	Regulatory, Planning & Assessment
Salary Point:	SP15
Position Reports To:	Development Assessment Coordinator
Staff Management:	Nil
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 187km². 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 five groups who lead the vision to be a Smart Sustainable City through a Smart Organisation that puts people first. These include:

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

The purpose of the Governance Directorate 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, Planning & 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.
- Ensure cross functional working relationships, connections and collaboration to achieve 'whole of organisation' objectives.

The Service Units and Elements that form the Governance Directorate are:

- Finance
- Legal
- Regulatory, Planning & Assessment
- Transport, Traffic and Compliance

The purpose of the Regulatory, Planning & Assessment Service Unit is to ensure compliance to legislative requirements and provide advice to inform evidence-based decision making throughout and across CN.

Workplace Health & Safety	
WHS RAA Level	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.	

Overview

The 2030 Community Strategic Plan identified heritage places as integral to the city's unique identity and that they are a rich resource to shape the city's future. This is reinforced in the CN's Heritage Strategy 2013-2017 and Heritage Policy (2013). Heritage is recognised as an asset for revitalisation of our city centre.

The Heritage Planner position is within the Development Assessment Team which is part of the Regulatory, Planning and Assessment Service Unit. The team is responsible for assessment of development applications, activity applications and certificate applications. This position would be responsible for assessing development applications with a heritage focus as well as consultation regarding heritage policies and strategies.

Position Responsibilities

- Provide CN and the City with sound leadership in heritage and conservation.
- Assess development applications to ensure the City's heritage assets are identified, conserved, protected, and interpreted consistent with best practice heritage conservation principles, which is consistent with statutory requirements, adopted codes/policies.
- Establish and maintain excellent communications with internal and external stakeholders on heritage and conservation matters.
- Provide heritage and technical conservation advice to CN and internal and external stakeholders as guided by the Development Assessment Team Coordinator, Section Manager and/or Service Unit Manager Regulatory, Planning and Assessment.
- Project management of heritage related projects and activities, community consultation and preparing reports and briefings to CN.
- Promote knowledge and awareness of heritage and conservation initiatives, plans and programs across CN and the community.
- 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.

- Prepare reports and appropriate recommendations to CN on heritage development 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.
- Attend CN meetings as required.
- 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

- Tertiary qualifications in Heritage Conservation, Architecture, Urban Planning, Town Planning or a related qualification, and/or demonstrated capability through past employment experience.
- Extensive experience in the application of heritage conservation principles including experience and demonstrated competence in the assessment and determination of development applications, including conducting progress inspections on development projects.
- Extensive experience in heritage assessment and heritage impact assessment.
- Knowledge of the provisions of the Environmental Planning and Assessment Act 1979, the NSW Heritage Act 1977 and any other regulations and legislation relevant to heritage.
- Demonstrated problem solving, research and analytical skills related to heritage, project management with ability to competently address heritage technical issues.
- Sound written and oral communication skills including demonstrated negotiation and conflict resolution skills, computer literacy and proven ability to prepare clear and comprehensive reports and correspondence on complex development matters.
- 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 heritage development matters (approved or otherwise) and to take appropriate action to ensure compliance with relevant statutory requirements.
- Class C drivers' licence.

Desirable

- Post Graduate qualification in Urban Design or a design related qualification, and/or demonstrated capability through past employment experience.
- Proven experience in dealing with and resolving complex heritage 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.

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- 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.
 - Experience working in Local Government in New South Wales.