

## Position Description

<b>Position Title:</b>	Graduate Planning Officer
<b>Directorate:</b>	Governance
<b>Service Unit:</b>	Regulatory, Planning and Assessment (RPA)
<b>Salary Point:</b>	11 (Level 1 – 94%)
<b>Position Reports To:</b>	Urban Planning Section Manager / Development Assessment Team Coordinator
<b>Staff Management:</b>	Responsible for own work only
<b>Budget Responsibility:</b>	No
<b>Date PD Reviewed:</b>	June 2019

### Organisation Context of Position

City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. 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, City of Newcastle 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
- 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.	

## Graduate Program Overview

As an emerging global city with a goal to be a Smart, Liveable and Sustainable City by 2030, the CN Graduate Program offers recent Graduates the opportunity to build their career working on projects and work activities that allow them to transfer the theoretical knowledge they obtained during university into practical work experience on-the-job. Our Graduates are guided by experienced supervisors and assigned a mentor to support them as they develop and grow.

Graduates are contracted to CN for four (4) years and will undertake a structured learning plan, which includes job rotation through various functions of CN, further professional development and paid membership to the relevant professional body.

This position is based within the Governance Directorate, Regulatory, Planning & Assessment, and may include rotations in Urban Planning, Development Assessment, Service Assessment, and Business Support. Rotations will be based on the operational needs of the organisation and, where possible, the individual preferences or interests of the Graduate. It is expected that the Graduate will complete several rotations during their four-year contract.

The Graduate's on-the-job learning will be supported by the Training and Learning Advisor, who will oversee the Graduate's learning plan and facilitate professional development opportunities, which may include attending internal or external learning events. The Graduate will be required to participate in regular meetings with their mentor and with the cohort of Graduates and Undergraduates across CN.

There is no guarantee of employment at the conclusion of the four-year contract, however, Graduates may be eligible to apply for internal roles during their contract period. Graduates must demonstrate satisfactory job performance to continue in their position.

## Position Responsibilities

- Contribute towards the development of CN's strategic urban planning instruments, policies, plans and reports.
- Research, analyse and report on State and Federal government policy, plans or legislative changes impacting on Newcastle and its surrounds.
- Assist in planning, and taking part in, community engagement activities.
- Assess and determine development applications and applications for certificates within the constraints of delegated authority and in accordance with relevant statutory requirements.

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- Prepare reports and appropriate recommendations to Council relating to development control matters.
  - Provision of professional advice to external and internal customers regarding development proposals, CN assessment procedures and statutory requirements relating to development and land use issues.
  - Monitor development matters (approved or otherwise) and take appropriate action to ensure compliance with relevant statutory requirements.
  - Promote the Regulatory, Planning and Assessment Services Unit as a customer/community-focused quality operation.
  - Any other accountabilities or duties as directed by Coordinator / Manager which are within the employee's skill, competence and training.
  - The position will rotate between the Urban Planning Team and the Development Assessment Team. The rotation will be in approximate six (6) month intervals depending on current work projects and staff resourcing.

## Position Selection Criteria

### Essential

1. Tertiary qualifications in Urban Planning or urban design or land economics.
2. Ability to self-motivate and work as part of a team.
3. Sound written and oral communication skills, including the production of clear concise reports, to contribute at meetings and deliver presentations to a variety of audiences.
4. Research and analytical skills relating to urban policy and planning.
5. Willingness to attend, organise and participate in community engagement processes.
6. Strong interpersonal skills and the ability to relate to a variety of people.
7. Ability to set priorities, organise tasks and meet deadlines.
8. An ability to work outside regular office hours and a Class C Driver's Licence.

### Highly Desirable

1. An understanding of local environmental plans and development control plans, development policy procedures and guidelines.
2. An understanding of the NSW Environmental Planning and Assessment Act 1979 and the NSW planning system.