

Position Description

Position Title:	Senior Development Officer (Planning)
Directorate:	Governance
Service Unit:	Regulatory, Planning & Assessment
Salary Point:	SP15
Position Reports To:	Development Projects Coordinator
Staff Management:	Nil
Budget Responsibility:	None
Date PD Reviewed:	November 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.	

Position Responsibilities

- Assess Development Applications, applications for Part 4A Certificates and applications to carry out activities; determine applications within constraints of delegated authority.
- Carry out site inspections and follow up regulatory control on development and building matters on a routine basis, in response to enquiries and complaints or otherwise as directed.
- Provide professional advice to internal and external customers regarding development proposals, assessment procedures, statutory requirements, adopted development control plans and general planning, development and building issues.
- Promote Council's development assessment and inspection processes as customer focused, best practice services.
- Prepare or review statutory instruments, development control plans, planning / building policy papers or procedural manuals as directed and as a member of a multidisciplinary team.
- Assess and determine Development Applications and applications for Part 4A Certificates in a timely and professional manner which satisfies statutory requirements and ensures customer satisfaction in a competitive environment and which achieves development outcomes consistent with Council's environmental planning objectives.
- Facilitate efficient processing of applications and a consistency of approach in determining development outcomes favourable to the built environment.
- Provide consistent and accurate advice to the general public, prospective applicants, applicants and Councillors, in respect of statutory requirements, development standards and Council policies.
- Promote the image of Council as a competent, efficient and courteous service provider, consistently delivering high quality development outcomes with a strong customer service focus.
- Satisfy sound environmental planning principles and meet necessary legislative requirements in the making of Local Environmental Plans and Development Control Plans.
- Contribute positively to a cooperative and supportive multidisciplinary team environment and the maintenance of overall team performance objectives.
- Establish and maintain a high level of personal professional development in pace with industry best practice and efficient service delivery.
- Report legislative changes and amendments to Council and provide in-house staff training as required on such legislation and standards in clear, concise and comprehensive manner.
- Provide effective tutoring / mentoring of less experienced staff in skill enhancement and career development for their personal and team benefit.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Tertiary level qualifications in Town Planning, Environmental Health and Building Surveying, Environmental Science, Engineering or a related discipline.
2. Extensive experience and demonstrated competence in the assessment and determination of development applications and the conduct of site inspections on development projects and / or the preparation of local environmental plans, development control plans, or policy development in the area of development and building control.
3. Demonstrated knowledge and experience in working under the Local Government Act 1993 and in the application of relevant environmental planning and development control legislation, including Ecologically Sustainable Development (ESD) principles.
4. Well developed analytical and problem solving skills with a demonstrated ability to competently address technical issues.
5. Proficiency in contributing within a multi-disciplinary team environment, with demonstrated skills in leadership, motivation and development of staff.
6. Well developed written and oral communication skills, including demonstrated competence in the preparation of reports on complex matters.
7. Demonstrated competence in conflict resolution and negotiating appropriate outcomes.
8. Experience and demonstrated competence in working independently and in managing competing workplace priorities, with a strong customer service focus.
9. Demonstrated computer literacy.
10. Current Driver's Licence.

Highly Desirable

1. Demonstrated ability to prepare clear and comprehensive reports and correspondence on controversial matters and to make competent presentations to Council and the Community.
2. Demonstrated capacity to identify and participate in organisational change strategies, service delivery and policy reform.
3. Experience and competence in the collection and preparation of evidence and the coordination and management of legal proceedings.
4. Relevant post graduate qualifications.