

## Position Description

Position title:	Development Officer (Building)
Directorate:	Governance
Service Unit:	Regulatory, Planning & Assessment
Reports to:	Build Assessment Coordinator
Direct reports:	Nil
Salary point:	12
Work location:	City Administration Centre, 12 Stewart Avenue
Date revised:	December 2020

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Regulatory, Planning and Assessment (RPA)?

The RPA Service Unit is responsible for leading strategic land use planning, development assessment, regulatory and compliance functions and processes to facilitate, enable and regulate development and related activities across the Newcastle Local Government Area. The RPA Service Unit ensures compliance with legislative requirements, provides advice and undertakes assessment to inform evidence-based decision making throughout and across City of Newcastle (CN). The Service Unit has significant direct community and stakeholder engagement through its land use planning, development assessment and regulatory functions.

### What's the focus of this position?

The Development Officer (Building) is part of RPA's Building Assessment Team. The main focus for this role is to manage assigned development projects (incorporating the pre and post development phases) and co-ordinate multi-disciplinary development projects 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.

- Carry out progress inspections on construction projects and follow up regulatory control on development and building matters on a routine basis, in response to enquiries and complaints or otherwise as directed and to ensure compliance with terms of consent, using enforcement provisions as appropriate.
- Participation in the preparation or review of statutory instruments, development control plans, planning / building policy papers or procedural manuals as directed as a member of a multi-disciplinary team.
- 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.

**What you'll be doing:**

- Assess and determine development applications, applications for certificates and applications to carry out activities in a timely and professional manner, which satisfies statutory requirements, ensures customer satisfaction in a competitive environment, and which achieves development outcomes consistent with CN's environmental planning objectives.
- Provide professional advice to internal and external customers regarding development proposals, assessment procedures, statutory requirements, adopted development control plans and general planning, development, building issues and CN policies.
- Carry out thorough and competent inspections of building and civil works in progress in a timely manner and liaise effectively with developers, consultants, trades and other customers to ensure compliance with terms of consents, Building Code of Australia and other relevant standards of performance, using enforcement provisions as appropriate.
- 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.
- 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.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Coordinator / Manager.

**The essentials you'll need:**

- Tertiary qualifications in Building Surveying, Environmental Planning or a related qualification and/or demonstrated capability through past employment experience.

- Experience and demonstrated competence in the assessment and determination of Development and / or Construction Certificate applications, including the conduct of progress inspections on development projects.
- Knowledge of the provisions of the Environmental Planning and Assessment Act 1979 and/or the Building Code of Australia.
- Eligible and willing to work as a Registered Building Surveyor under the NSW Building and Development Certifiers Act.
- 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.
- Current Class C drivers' licence.

**Other valuable skills you may have:**

- 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.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	