

Position Description

Position title:	Development Assessment Section Manager
Directorate:	Governance
Service Unit:	Regulatory, Planning & Assessment
Reports to:	Manager Regulatory, Planning & Assessment
Direct reports:	4 Direct Reports, 46 Indirect Reports
Salary point:	SP20
Work location:	City Administration Centre, 12 Stewart Avenue
Date revised:	July 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 Assessment Section Manager is part RPA's Leadership Team and oversees the Development, Building and Engineering Assessment Teams. This role is critical in providing strategic leadership and advice, whilst ensuring the delivery of contemporary development of the built environment that is aligned to CN's Community Strategic Plan. The role is key in building and maintaining a high performing culture across the teams and seeking continuous improvements in the development assessment process.

What you'll be doing:

- Lead, influence and engage direct reports in ongoing improvement activities and professional development, establishing a performance-based culture.
- Drive proactive customer service and service excellence to external and internal relations and stakeholders. Ensure the delivery of quality services that supports a whole of organisation approach.
- Represent the Service Unit to internal and external stakeholders through high-level communications and interactions at meetings and presentations and responding to media as delegated by the Manager Regulatory, Planning and Assessment.
- Ensure legislative requirements are met, and appropriate policies and procedures are current.
- Interpret legislation and represent CN at planning appeals held by the Land and Environment Court.
- Manage a range of highly complex and/or controversial development and building applications across the local government area.
- Develop accurate, clear and concise assessment reporting to provide to CN and State Planning panels.
- Manage the Service elements allocated budget, aligning it to CN's strategic and operational priorities.
- Provide timely and accurate specialist advice to the senior leadership team on operational issues.
- 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 Manager.

The essentials you'll need:

- Bachelor's Degree in Planning, Urban Design or Engineering (or similar qualification) or significant experience in a similar role.
- Demonstrated detailed knowledge and expertise in the interpretation of relevant legislation and government regulations, including but not limited to the Local Government Act 1993 and Environmental Planning & Assessment Act 1979.
- Significant experience in managing development and building applications in a large and complex organisation.
- Demonstrated strategic leadership skills with the ability to motivate staff to deliver outcomes and provide quality service within identified timelines, budgetary and legislative provisions or guidelines.
- Demonstrated high level communication skills, both verbal and written, including capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management.
- Demonstrated high level skills in conflict resolution, problem solving and negotiation, including experience conducting community consultation, negotiating with developers, landowners and other stakeholders.
- Proven ability to represent an organisation on Panels and in Court, such as Regional Planning Panels, Council, Urban Design Panels and the Land and Environment Court.
- Excellent organisational, time management and project management skills with ability to work under pressure, coordinate teams and manage competing priorities.
- Current Class C drivers' licence.

Other valuable skills you may have:

- A good understanding of the political environment that this role operates in, especially in local government, and experience in handling sensitive issues.
- Postgraduate qualifications in a government and/or leadership management disciplines.

- Experience and competence with the coordination and management of development and building legal proceedings.

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.

Employee Name:	
Employee Signature:	
Date:	