

Position Description

Position title:	Development Officer (Engineering)
Directorate:	Governance
Service Unit:	Regulatory, Planning & Assessment
Reports to:	Engineering Assessment Coordinator
Direct reports:	Nil Direct Reports
Salary point:	12
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?

This position is responsible for the assessment and determination of development engineering applications, to carry out activities and applications for certificates within the constraints of delegated authority and in accordance with relevant statutory requirements.

Key challenges of this role will be to monitor development engineering matters (approved or otherwise), provide advice and take appropriate action to ensure compliance with relevant statutory requirements as well as promote CN's RPA Services Unit as a customer/community focused quality operation.

What you'll be doing:

- Process, assess and determine as appropriate, assigned development engineering and activity applications, and applications for certificates in a manner, which is consistent with statutory requirements, adopted codes/policies and sound development control principles and practices.
- Manage multi-disciplinary development projects including the provision of advice, support and training to other staff.
- Provide advice to external and internal customers regarding development engineering matters.
- Management of public notification and community consultation processes including attendance at community meetings.
- Negotiate with applicants, facilitate outcomes between applicants and objectors, and participate in mediation processes where necessary.
- Prepare reports and appropriate recommendations to CN relating to development engineering matters.
- Prepare statements of evidence and appear as expert witness in defence of appeals and other actions in the Land and Environment Court as required.
- Undertake site inspections of development engineering works at various stages of process and communicate performance requirements to developer.
- Make recommendations regarding unsatisfactory or unauthorised development engineering works and prepare notices and orders as appropriate.
- Respond to enquiries or complaints regarding development engineering matters by field inspection and follow up as appropriate with necessary action.
- Provide development engineering input for development assessment, strategic policy formulation, development control plans and local environmental plans.
- Participation in preliminary consultations with prospective developers and continued liaison as necessary throughout the public notification and assessment process.
- Represent the Service Unit on internal/external committees, working parties and Commissions of Inquiry.
- 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:

- Relevant tertiary qualifications in Engineering, or related qualification, and/or demonstrated capability through past employment experience.
- An understanding and/or demonstrated competence in the assessment of development and/or subdivision works (certificate) applications.
- Knowledge of the provisions of the Local government Act, Roads Act, Environmental Planning and Assessment Act 1979.
- Sound written and oral communication skills including demonstrated negotiation and conflict resolution skills as well as proven ability to prepare reports on development matters.
- Demonstrated ability to be an effective team member of multi-disciplinary development project teams.
- Demonstrated ability to monitor development engineering 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:

- Demonstrated experience and/or ability in relation to the carrying out of routine inspections on development engineering projects and/or the preparation of development control plans, local environmental plans or policy development in the area of development control.
- Demonstrated ability to manage multiple development engineering projects within strict deadlines including the co-ordination of multi-disciplinary input into development projects.
- Experience in the Land and Environment Court.
- Ability to use computer applications and information systems.
- Knowledge of and ability to apply occupational health and safety and equal employment opportunity requirements and policies.

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:	