

Position Description

Position title:	Senior Development Officer (Planning)
Directorate:	Governance
Service Unit:	Regulatory Planning and Assessment
Reports to:	Development Coordinator
Direct reports:	Nil
Salary point:	SP15
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle West
Date revised:	April 2021

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 Senior Development Officer (Planning) position is part of RPA's Development Assessment Team. The main focus for this role is to assess and determine development applications and provide development planning advice 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 CN's environmental planning objectives.

This position is responsible for providing advanced professional service and technical planning service to the community, external and internal customers, and management with respect to ensuring that new developments in the City of Newcastle are consistent with statutory requirements, development policies, applicable relevant codes and environmental legislation.

This role will include the preparation or review of statutory instruments, development control plans, local environmental plans, codes, policies and procedural manuals as directed as a member of a multi-disciplinary team.

This role will provide training and mentoring to the RPA team to enhance skills and development and promote CN's development assessment as customer focused and a best practice service.

What you'll be doing:

- Assess and determine development applications, Clause 4.55 applications and applications to carry out activities within constraints of delegated authority.
- Facilitate efficient processing of applications in a timely and professional manner which satisfies statutory requirements and ensures customer satisfaction.
- 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.
- Prepare and review statutory instruments, development control plans, planning / building policy papers or procedural manuals as directed and as a member of a multidisciplinary team.
- Prepare statements of evidence and appear as expert witness in defence of appeals and other actions in the Land and Environment Court as required.
- Promote the image of CN as a competent, efficient and courteous service provider, consistently delivering high quality development outcomes with a strong customer service focus.
- 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 CN 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.
- 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:

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

- 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.
- Well-developed analytical and problem-solving skills with a demonstrated ability to competently address technical issues.
- Proficiency in contributing within a multi-disciplinary team environment, with demonstrated skills in leadership, motivation and development of staff.
- Well-developed written and oral communication skills, including demonstrated competence in the preparation of reports on complex matters.
- Experience and demonstrated competence in working independently and in managing competing workplace priorities, with a strong customer service focus with experience in conflict resolution and negotiating appropriate outcomes.
- Demonstrated computer literacy.
- Current C Class drivers' licence.

Other valuable skills you may have:

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

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:	