**Position Description**

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| **Position title:** | **Undergraduate Development Officer (Building)** |
| **Directorate:** | Governance |
| **Service Unit:** | Regulatory, Planning & Assessment |
| **Reports to:** | Building Coordinator |
| **Direct reports:** | Nil  |
| **Salary point:** | Trainee level - based on progression of tertiary studies |
| **Work location:** | City Administration Centre, 12 Stewart Avenue  |
| **Date revised:** | July 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 (CN), which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, CN 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 CN Local Government Area.

The City of Newcastle has a rich heritage, being one of Australia’s earliest, and now largest cities, which has transitioned from its industrial beginnings into a dynamic modern economy. Working with RPA is an opportunity to contribute significantly to the development of the City across a wide range projects including major residential, industrial and commercial proposals not often available in other areas. RPA commonly determines projects valued at $900M-1.2Billion per year across a wide range of development types. As part of the RPA Service Unit you will form an integral part of a professional, dedicated and passionate team that supports professional development and opportunities.

The RPA Service Unit ensures compliance with legislative requirements, provides advice and undertakes assessment to inform evidence-based decision making throughout and across 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 Undergraduate Development Officer (Building) position is primarily based in Regulatory Planning and Assessment (RPA’s) Building Assessment Team. Rotations to other areas of Council may be possible based on the operational needs of the business and the individual preferences or interests of the Undergraduate. The focus for this role is to support the RPA in assessing and determining development applications, applications for Part 4 and 6 certificates and providing professional and technical advice 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.

Undergraduate positions have the primary goal of providing the Undergraduate with the opportunity to gain valuable work experience whilst completing their Bachelor's degree, guided by experienced supervisors and supported by a mentor.

The Undergraduate Development Officer (Building) is contracted to City of Newcastle (CN) until the successful completion of their undergraduate studies. Undergraduates will be remunerated for full-time hours, which includes paid leave of up to 7 hours per week (during the academic period) to complete their part-time studies. Additionally, CN will pay for mandatory study costs such as course fees, student administration fees and textbooks (to a capped amount) throughout the Undergraduate's course of study.

Undergraduates must meet all educational requirements for their course of study, successfully complete all subjects and demonstrate satisfactory job performance to continue in their position. There is no guarantee of employment at the conclusion of the contract, however, Undergraduates may be eligible to apply for internal roles during their contract.

The Undergraduate will be supported by the Learning Specialist, who will oversee the Undergraduate's educational progress and facilitate professional development opportunities, which may include attending internal or external learning events. The Undergraduate will be required to participate in regular meetings with their mentor and with the cohort of Graduates and Undergraduates across CN.

**What you’ll be doing**

* Support RPA in the evaluation of determine development applications, section 4.55 modification applications, applications for Part 4 and 6 Certificates and other associated applications to carry out activities and works, within constraints of delegated authority.
* Provide professional advice to internal and external customers, committees and working parties regarding development proposals, assessment procedures, statutory requirements, adopted development control plans and adopted CN policies and plans, and general planning, development and building matters.
* Prepare reports and appropriate recommendations relating to development and building matters.
* Actively contribute to multi-disciplinary development projects and project teams.
* Provide input into preparation of development control plans, relevant policies and procedures.
* 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.
* Undertake special project work and research in relation to specific development projects.
* 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 supportive multidisciplinary team environment and the maintenance of overall team performance objectives. Explore opportunities to improve processes to achieve efficiencies in assessment timeframes.
* Create and maintain full and accurate records which document activities and decisions in accordance with CN’s policies and procedures.
* 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**

* Currently undertaking a Bachelor's degree in one of the following disciplines:
* Building Surveying; or
* Construction Management

specified under the Building and Development Certifiers Act and Regulation that will enable future NSW Fair Trading Registration as a Building Surveyor.

* Successful completion of a minimum of two years full time study, or equivalent, in the targeted degree.
* Satisfactory academic achievement in current Undergraduate studies.
* Demonstrated high level of written, verbal and interpersonal communication skills.
* Excellent organisational skills with the ability to apply a high level of knowledge and skills to achieve results in line with department goals.
* Demonstrated computer literacy, including Microsoft Office (Word and Excel) and GIS programs.
* Demonstrated ability to be an effective team member of multi-disciplinary development project teams.
* Ability to think analytically to solve complex problems and convert theoretical knowledge into practical solutions.
* Willingness to work at any location within CN Local Government area, both office and field based, subject to organisational requirements.
* Knowledge and understanding of Work Health and Safety (WHS) Management practices, processes and requirements.
* Current "C" Class Driver's licence.

**Other valuable skills you may have**

* Successful completion of three years full time study, or equivalent, in the targeted degree.
* Work experience in a related field.

**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.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |