

## Position Description

<b>Position title:</b>	<b>Development Officer (Planning)</b>
<b>Directorate:</b>	Governance
<b>Service Unit:</b>	Regulatory, Planning & Assessment
<b>Reports to:</b>	Development Coordinator
<b>Direct reports:</b>	Nil
<b>Salary point:</b>	SP14
<b>Work location:</b>	City Administration Centre, 12 Stewart Avenue
<b>Date revised:</b>	August 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 Development Officer (Planning) position is part of RPA's Development Assessment Team. The focus for this role is to assess and determine development applications and to provide professional and technical planning 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.

**What you'll be doing**

- Assess and determine development applications, section 4.55 modification applications and other associated applications to carry out activities and works, within the constraints of delegated authority.
- Facilitate efficient processing of applications in a timely and professional manner which satisfies statutory requirements and ensures high quality-built outcomes.
- 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, and to ensure compliance with terms of consent, using enforcement provisions as appropriate.
- Provide professional advice to internal and external customers, committees and working parties, regarding development proposals, assessment procedures, statutory requirements, CN policies and plans, and general planning, development and building matters.
- Prepare reports and recommendations relating to development and planning matters.
- Manage multi-disciplinary development projects and external consultants associated with development proposals.
- Manage public notification and community consultation process including mediation and negotiation with applicants and objectors to facilitate outcomes.
- Provide input into preparation of development control plans, relevant policies and procedures.
- Prepare statements of facts and contentions, 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 supportive multidisciplinary team environment and the maintenance of overall team performance objectives. Explore opportunities to improve processes to achieve efficiencies in assessment timeframes.
- Establish and maintain personal professional development in pace with industry best practice and efficient service delivery.
- 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**

- Tertiary qualifications in Town Planning, Environmental Science or a related qualification and/or demonstrated capability through past employment experience.
- Experience and demonstrated competence in the assessment and determination of development applications and associated applications, undertaking 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.
- Knowledge and experience in working under the *Local Government Act 1993*, *Environmental Planning and Assessment Act 1979*, *Environmental Planning and Assessment Regulations 2000* and in the application of relevant environmental planning and development control legislation.
- Sound analytical, problem-solving, conflict resolution and negotiation skills with demonstrated ability to competently address technical issues.
- Sound written and oral communication skills including demonstrated ability to prepare clear and comprehensive reports and correspondence on development matters.
- Demonstrated ability to manage multiple development projects within strict deadlines including the co-ordination and analysis of multi-disciplinary inputs.
- Demonstrated ability to be an effective team member of multi-disciplinary development project teams.
- Ability to work independently with minimum of supervision and with a strong customer service focus.
- Demonstrated computer literacy, including ability to use GIS programs.
- Current Class C drivers' licence.

**Other valuable skills you may have**

- Ability to participate in organisational change strategies, process improvement, service delivery and policy reform.
- Experience in dealing with and resolving complex development or building issues, complaints or enquiries.
- Experience and competence in the collection and preparation of evidence and the coordination and management of 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.*

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