

Position Description

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| Position title: | Senior Development Officer (Planning) |
| Directorate: | Governance |
| Service Unit: | Regulatory Planning and Assessment |
| Reports to: | Development Coordinator |
| Direct reports: | Nil |
| Salary point: | 16 |
| Work location: | City Administration Centre, 12 Stewart Avenue |
| Date revised: | June 2022 |

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, 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 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 \$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 Senior Development Officer (Planning) position is part of RPA's Development Assessment Team. The focus for this role is to assess and determine complex development applications and for providing high-level 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.

The position will include providing input into 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, coaching and mentoring to enhance the RPA team's skills and capabilities and promote CN's development assessment planning processes as customer focused and best practice.

What you'll be doing

- Assess and determine complex development applications, sections 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 high level 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 high quality reports and appropriate recommendations relating to complex development and planning matters.
- Manage multi-disciplinary development projects and external consultants associated with complex 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.
- Provide excellent written and verbal advice in relation to legal proceedings including conferences, mediation and hearings (acting as an expert witness within the Land and Environment Court or similar) as required. These responsibilities are to be undertaken to impeccable professional standards and typically within very tight timeframes for complex, contentious and large 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 cooperative and supportive multidisciplinary team environment and the maintenance of overall team performance objectives. Deliver process improvements to achieve efficiencies in assessment timeframes.

- Establish and maintain a high level of personal professional development in pace with industry best practice and efficient service delivery.
- Keep up to date with legislative amendments and liaise with staff to ensure current practices and processes align with statutory requirements.
- 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.
- Extensive 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.
- Demonstrated knowledge and extensive 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.
- Highly analytical, problem-solving, conflict resolution and negotiation skills with a demonstrated ability to competently address technical issues.
- Highly developed written and oral communication skills, including demonstrated ability to prepare clear and comprehensive reports and correspondence on complex matters and capability to make presentations to Council, external and internal panels/stakeholders and the community.
- Demonstrated ability to manage multiple complex development projects within strict deadlines including the co-ordination and analysis of multi-disciplinary inputs.
- Demonstrated experience working in a multi-disciplinary team environment, with established skills in leadership, motivation and development of staff.
- Extensive experience and demonstrated competence in working independently and in managing competing workplace priorities with a strong customer service.
- Understanding of the political environment and respect for the political role of the elected members.
- Demonstrated computer literacy, including GIS programs.
- Current C Class drivers' licence.

Other valuable skills you may have

- Demonstrated ability to identify, initiate and participate in organisational change strategies, process improvement, 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.

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