

POSITION DETAILS

Position Title:	Assessment Officer – Town Planner	Position Grade	10
Dept/Directorate	Assessment - City Planning & Development	Position Status / Hours per Week:	Permanent/35 hours per week

PRIMARY PURPOSE OF THE POSITION

The Assessment Officer – Town Planner is responsible for the efficient and effective processing of Development Applications on behalf of Council.

SELECTION CRITERIA

Education / Qualifications

- Degree level qualifications in town planning or equivalent

Experience/Specific skills

- Local government experience in development assessment in NSW, or similar/equivalent experience in town planning or in a related area
- Well-developed written communication skills with experience preparing reports and considering submissions regarding development assessment issues
- Excellent interpersonal and negotiation skills able to manage outcomes in situations where there are strong competing interests
- Strong personal time management skills with ability to prioritise work and multi-task to meet deadlines
- Proven ability to work effectively as part of a team
- Current NSW driver's licence

Personal attributes

- Strong customer service focus
- Problem solving approach
- Ability to work in a fast paced environment
- Teamwork approach

Desirable Qualifications, Experience and/or Skills

- Extensive experience in a Local Government planning environment
- Additional formal planning qualifications

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Strategy & Planning Directorate of the organisation.

- Development Assessment Service

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology

CORPORATE ACCOUNTABILITIES

17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions where appropriate. You are also responsible for the following:

Work Health and Safety

- follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- participate in development of safe work methods and risk assessments with your Supervisor when required;
- actively participate in WHS inductions and training when required;
- wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- participate in workplace inspections if required;
- take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- participate in emergency preparedness training, including any required knowledge for business continuity plans
- report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- report all injuries/illnesses to your Supervisor immediately;
- if injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act and a copy of the current delegation from the General Manager will be provided on commencement.

Employee's Name	
Employee's Signature:	
Date:	