

# Position Description

## Development Services Coordinator

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** March 2018

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Environment, Planning and Community
Section:	Environment, Development and Strategic Planning
Team:	Development Services
Work base:	Grafton
Position responsible to:	Manager Environment, Development and Strategic Planning
Level of support and supervision:	Low
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Development Services Staff
Internal contacts:	All Council Staff
External contacts:	General public, government agencies, consultants, engineers, developers

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent use of computer keyboard

Frequent driving

Frequent and prolonged periods of sitting

Walking on constructed and natural terrain

### Purpose of the position

To coordinate the delivery of high quality, timely, accurate and succinct development application and other planning approval services.

To assist in the formation of policy and strategic goals, including proactive identification of key development control issues for the Environment, Development and Strategic Planning team.

To provide the coordinating link between the Development Services team and Manager Environment Development and Strategic Planning.

Coordinate the review and implementation of Development Standards including liaison with Council's Building Services and Regulatory Services teams.

Develop effective relationships with Council's clients, in particular the community and development industry.

### Major duties and responsibilities

Manage the determination of development applications, including assessment, with regard to meeting statutory legislative obligations, Council policies and community interests.

Ensure that developments meet adopted development and civil engineering standards and specifications for infrastructure.

Coordinate the functions of the Development Services team within budgetary framework established by Council and consistent with the objectives of Council's adopted Plans.

Formulate, develop and implement procedures and policies which improve delivery of development services and support the strategic goals of the Section.

Coordinate and attend as required pre-lodgement, DMU (Development Management Unit) meetings ensuring notes from DMU meetings are accurate and provided in a timely manner.

Monitor and regulate land use and development consent compliance within relevant conditions of consent, Local Environmental Plan's, legislative requirement and Council policies/plans,

Oversee the checking, signing and release of Planning Certificates and Linen Plans.

Coordinate the provision of oral and written town planning and civil engineering advice in the preparation of LEP's, DCP's, Council policies, planning studies and developments.

Ensure personal knowledge and training in relevant legislation, practices and issues is maintained.

Provide professional reports and advice to Council and management.

Prepare briefs and engage legal services in accordance with Council's adopted protocol and represent Council in court as required.

**Major duties and responsibilities**

Represent Council in external forums.

**Essential selection criteria**

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

**Education and knowledge**

Degree in Town Planning, Civil Engineering or Environmental Management; **or** equivalent relevant industry experience

Sound knowledge of statutory planning legal principles, processes and compliance

Sound knowledge of the Environmental Planning and Assessment Act, Local Government Act, associated Regulations and contemporary planning issues or equivalent knowledge from other jurisdictions

**Licences/tickets, clearances, membership**

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW, or successful acquisition of same within 6 months of commencement

**Experience**

Demonstrated experience in the coordination of the assessment of development applications

Demonstrated development industry, strategic planning and utilisation of civil infrastructure experience, including the application of appropriate consent conditions

Demonstrated team management experience and the ability to lead and motivate staff

Demonstrated experience in the management of consultant services

**Position related skills**

Demonstrated high level written communication skills including the ability to write correspondence and concise accurate reports

Demonstrated highly developed interpersonal and conflict resolution/negotiation skills

Demonstrated ability to manage multiple concurrent tasks and to meet deadlines

**Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### **Education and knowledge**

Relevant post graduate qualifications

#### **Licences/tickets, clearances, membership**

Eligible for membership to the Planning Institute of Australia, Engineers Australia or other relevant professional organisation

#### **Experience**

Experience in Local Government development related issues

#### **Position related skills**

Experience in the use of Technology One software (Finance One, Property & Rating, Electronic Content Management (ECM) & Customer Requests) and Intermediate proficiency in Microsoft Word and Excel

Experience in leading change

Experience and/or understanding of electronic delivery of planning assessment services

### Other features of this position may include

Attendance at public meetings/forums and Council Meetings as required

Occasional potential contact with challenging customers/members of public

Speaking and liaising with media (print, electronic, TV, social media)

### Generic performance requirements

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....  
*Employee*

Signed: ..... Date .....  
*Senior Coordinator People, Culture and Safety*