

Position Description

Coordinator Development Services

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: April 2022

Salary and conditions

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

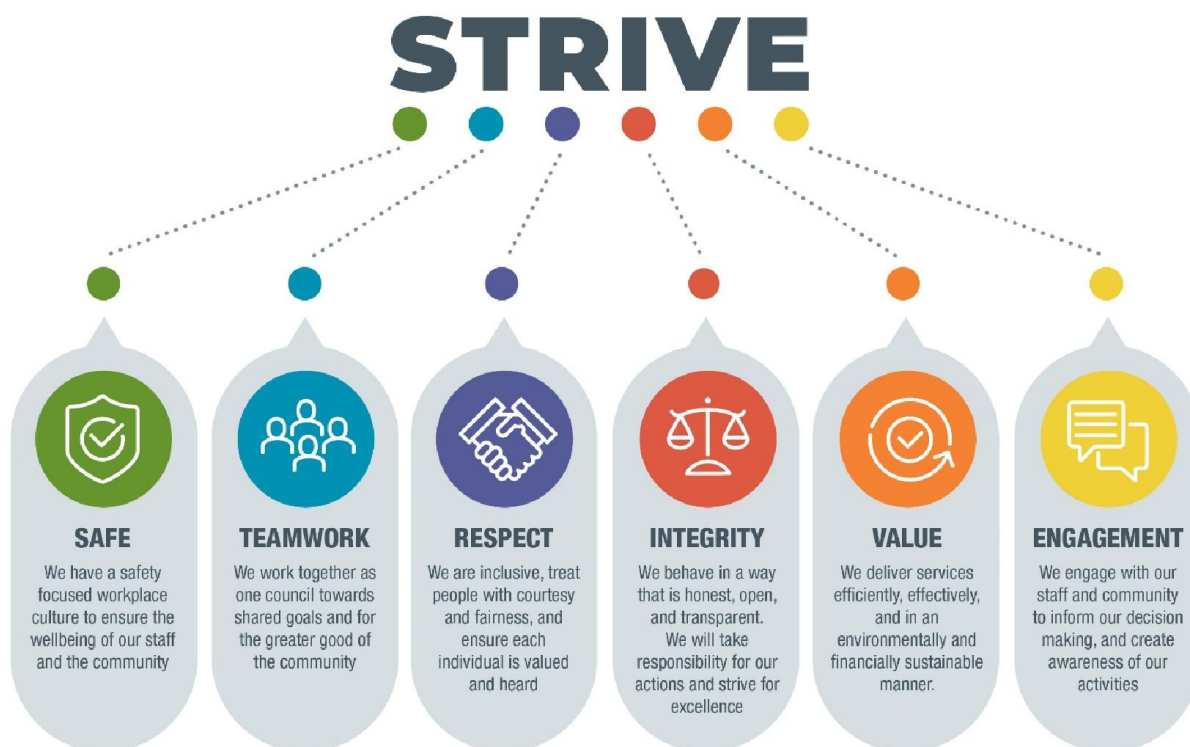
Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Environment and Planning
Section/Unit:	Development and Land Use Planning
Team:	Development Services
Work base:	Grafton or Maclean, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Manager Development and Land Use Planning
Level of support and supervision:	Low
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Development Services Team
Internal contacts:	All staff within Council
External contacts:	General public, government agencies, consultants, engineers, developers

Vision, mission and values

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



Purpose of the position

To coordinate a team comprising town planners and development engineers to deliver best-practice development assessment and compliance services in accordance with agreed timeframes, relevant legislation and Council requirements.

To provide the coordinating link between the Development Services team and Manager Development and Land Use Planning.

Identify and coordinate continual improvement of development assessment services and systems.

To assist in the formation of policy and strategic goals, including proactive identification of key development assessment issues for the Development and Land Use Planning Section.

Major duties and responsibilities

Provide effective coordination of the assessment and determination of development applications, construction certificates and subdivision works certificates, in accordance with Council's Local Environment Plan (LEP), Development Control Plans (DCPs), engineering guidelines, relevant legislation and industry standards.

Partner in organisational change and develop procedures, policies and system improvements to adopt a "continual improvement" approach to the delivery of development services, including the implementation of business improvements related to digital planning and the NSW Planning Portal.

Deliver best-practice community participation and build constructive relationships with stakeholders, including the general public, development industry, government agencies, Local Aboriginal Land Councils and community groups.

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

Coordinate and attend a range of meetings with internal and external customers with a focus on leading a team that provides exceptional customer service.

Monitor and regulate land use and development consents to ensure compliance with relevant conditions of consent, legislative requirements, Council policies and guidelines.

Oversee the checking, signing and release of Planning Certificates and Subdivision Certificates.

Coordinate the provision of town planning and civil engineering advice in the preparation of LEPs, DCPs, Council policies, planning studies and development proposals.

Keep informed of the constantly changing planning framework, innovative planning solutions, and sustainable land development practices.

Lead, create and maintain a positive team culture to achieve team and organisational objectives.

Prepare professional reports, briefings and informed advice about development applications and the planning assessment framework.

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

Represent Council at external forums, community meetings and industry engagement events.

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 the *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993*, associated regulations and environmental planning instruments (**or** equivalent knowledge from other jurisdictions), including statutory planning legal principles, processes and compliance

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Essential selection criteria

Demonstrated experience in the coordination of the assessment and/or preparation of development applications, or related experience in the development industry and/or environmentally sustainable development.

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

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

Additional qualification in related field to urban planning, environmental management, or property development

Licences/tickets, clearances, membership

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

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Experience

Experience in planning reform and business improvement.

Position related skills

Experience with the NSW Planning Portal and/or understanding of electronic delivery of planning assessment services

Physical requirements of the position

Frequent use of computer keyboard

Frequent driving

Frequent and prolonged periods of sitting

Walking on constructed and natural terrain

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

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