Position Description

Development Planner

Name of appointed officer: Vacant
Date of appointment:
Date of last review of position description: February 2020

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 2
Position limit within salary system: (20 Grade structure)	Grade 12 - Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships	
Directorate:	Environment, Planning & Community
Section:	Environment, Development & Strategic Planning
Team:	Development Services
Work base:	Grafton or Maclean (as appropriate to the position), 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:	Development Services Coordinator
Level of support and supervision:	Medium
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within Council
External contacts:	General public, government agencies, consultants, 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



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
Walking on uneven ground and up and down slopes around worksites and in open spaces
Frequent driving
Frequent use of computer keyboard
Prolonged periods of sitting

Purpose of the position
To process subdivision and development applications in accordance with agreed timeframes, relevant legislation and Council requirements
To work collaboratively with all stakeholders including the community, council staff and developers
To monitor developments to ensure compliance with conditions of consent
To assist the Manager Environment, Development and Strategic Planning when required

Major duties and responsibilities
Assist in formulation of policy and strategic goals for the Development Services Team
Provide timely, accurate and succinct information on development services issues
Process Development and Subdivision applications
Prepare detailed reports and correspondence
Represent Council in court as required
Provide oral and written town planning advice
Carry out site inspections and activities to ensure compliance with relevant conditions of consent, legislative requirements, Council policies etc
Monitor developments and activities to ensure compliance with relevant conditions of consent, legislative requirements, Council policies etc
Check and sign Planning Certificates
Provide town planning advice in the preparation of LEP's, DCP's, Council policies, planning studies etc.
Ensure personal knowledge and training in relevant legislation, practices and issues is maintained
Attend pre-lodgement meetings as required

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
Tertiary qualifications or equivalent in either town planning, environmental science or related disciplines**; or** equivalent industry experience
Knowledge of the Environmental Planning and Assessment Act and contemporary planning issues
Licences/tickets, clearances, membership
Current Drivers Licence
Experience
Demonstrated experience in town planning or related discipline
Position related skills
General computer literacy including basic proficiency in Microsoft Word and email and internet programs
Well developed written (correspondence and reports) and verbal communication and negotiation skills
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
Licences/tickets, clearances, membership
Eligibility for membership of Planning Institute of Australia
Experience
Previous experience in local government

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