# Position Description

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| **Position Title:** | Executive Development Assessment Officer |
| **Position Number:** | EXAO07 |
| **Purpose of Position** | To assist in the operation and administration of the functions of the Development Assessment Services Section in an efficient and effective manner with initiative to maintain the amenity and environment of Ku-ring-gai. To undertake efficient and effective assessment of development applications against relevant legislation within a transparent framework. |
| **Grade of Position:** | **Band 7**<br><br>Accountable for the effective management of projects within the area of expertise. As a specialist, advice is provided to executive level on major areas of policy or on key issues of significance to the organisation. |
| **Hours of Work:** | 35 hours per week |
| **Department:** | Development & Regulation |
| **Section:** | Development Assessment Service |
| **Position Reports to:** | Team Leader Development Assessment |
| **Number Supervised:** | Nil |
| **Approved by:** | Director Department & Regulation<br><br>Date: December 2021 |

## CONTACTS

**Key Contacts Within Department**

- Director Development & Regulation
- Manager Development Assessment Services
- Team Leaders Development Assessment
- Development Assessment Officers
- Compliance Officers
- Heritage Advisors
- Planning Panels Co-ordinator
- Landscape and Tree Assessment Officer
- Ecological Assessment Officer
- Development Engineers

**Key Contacts Council**

- Corporate Lawyer
- Planning Panels Co-ordinator

**Key Contacts Outside Council**

- Residents
- Development Applicants
- Council's Panel of Solicitors
- Urban Design Consultants
- Ku-ring-gai Local Planning Panel
- Sydney North Planning Panel

**Budget Allocation**: N/A

## EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

……

Signature:

……

Date: ……

## GENERIC OUTPUTS OF THE POSITION

- **Comply with WHS Legislation, Policies and Procedures**
  - Maintain a high standard of housekeeping and a safe work area
  - Identify and report all hazards for your area
  - Wear required Personal Protective Equipment (PPE)
  - Participate in the development and review of Risk Assessments
  - Adhere to control measures and safe systems of work
  - Report all incidents and near misses
  - Meet reporting timeframes
  - Comply with the Return to Work Program

- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
  - Act to prevent workplace harassment, discrimination and bullying
  - Report known incidents of workplace harassment, discrimination and bullying

- **Comply with Council's Code of Conduct and Values**
  - Comply with Council's Statement of Business Ethics
  - Behave ethically and transparently
  - Contribute towards the achievement of Council's strategic plans
  - Lead by example
  - Support sustainable programs and activities
  - Learn and comply with Council's strategies, policies and procedures
  - Act with care for the local environment and community
  - Take responsibility for your actions
  - Care for Council's people, assets and finances
  - Use and maintain Council's corporate systems

- **Comply with Document Storage Legislation and Procedures**
  - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act

- **Perform as a Team Member**
  - Productively contribute to the outcomes of work teams
  - Work cooperatively with team members and supervisor
  - Maintain an attendance record that contributes positively to team productivity
  - Carry out allocated tasks to standards required
  - Use good judgement and problem solving skills
  - Comply with all lawful instructions
  - Attend and positively contribute to team meetings
  - Work cooperatively to achieve Work Plan timeframes and measures
  - Regularly review with supervisor own performance against required outcomes
  - Complete an annual performance assessment and Work Plan

- **Complete required learning and development programs**
  - Learn and share knowledge
  - Complete induction/re-induction program
  - Complete job-specific training programs
  - Complete relevant legislative-based training
  - Apply learning, knowledge and skills to enhance team performance

- **Comply with Council's Customer Service Policy and Standards**
  - Be accessible and provide customers with clear and accurate information
  - Deliver timely, punctual and reliable service to customers
  - Communicate with customers in a professional and courteous manner
  - Maintain a good flow of communication with customers
  - Manage customer enquiries, records and complaints
  - Complete all paperwork and on-line recording within required time limits

- Maintain a high standard of personal grooming and hygiene in accordance with Councils Corporate Dress Policy

- **Maintain Workplace Security**
  - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash


818 Pacific Highway Gordon | Locked Bag 1006 Gordon NSW 2072 | T (02) 9424 0000 | E kmc@kmc.nsw.gov.au | www.krg.nsw.gov.au

## ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

### 1. Required Qualifications/Certificates

- Tertiary qualifications in Town Planning, Building Surveying or a related discipline
- Minimum 5 years experience as a town planner or building surveyor
- Current Class C Drivers License

### 2. Required Experience

- Experience in statutory planning, development control, environmental assessment, Land and Environment Court, strategic planning and local government regulatory planning mechanisms

### 3. Required Skills

The position holder will have specialised knowledge in a number of skill areas relating to the role. Key skill areas include (but may not be limited to):

- Development assessment processes
- Assessment and reporting of applications
- Knowledge of relevant legislation and regulations
- Interpersonal skills
- Report writing
- Conflict resolution
- Time management
- Customer service
- Computer skills


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## OPERATIONAL OUTPUTS OF THE POSITION

- DA assessment reports are of a high quality, accurate and complete. Reports consider all relevant legislative requirements, are easily understood with clear conclusions and recommendations that follow from assessment of the key issues.
- There should be no successful challenges in the Land & Environment Court as a consequence of an inadequate assessment or failure to comply with statutory or policy requirements or adopted procedure within an officer's area of responsibility.
- Attend to public enquiries and provide specialist advice on a wide range of planning and development control related matters.
- Investigate related complaints and respond to correspondence.
- Undertake special projects and other duties as directed by the Manager or Team Leader, such as representing Council in court, attending Planning Panel meetings and site meetings.
- Provide a specialised and technical service in the completion of works and/or projects which have elements of complexity (comprised of many parts that may be more conceptual than definite).
- Fully adhere to delegations in respect of development application reports.
- To support and promote team work through co-operation, communication and sharing or relevant information.
- To foster and encourage customer service through liaison with internal staff and external customers.
- Ensure your activities/actions comply with environmental legislation and Council's Environmental Management System Policy and Corporate Standards and Procedures on environmental management practices.
- To interpret information and develop suitable procedures to achieve outcomes. Problem solving and decision making require analysis of data to reach decisions and/or determine progress.
- Mentor and supervise junior staff.
- Assessment Reports – conditions of consent – Undertake assessment of development applications, compliance investigations/actions, Section 4.55 modification of consent applications, Section 8.2 reviews and any other application/referral required under legislation.
- All assessment reports must include conditions of consent or reasons for refusal. Conditions of consent must be prepared in accordance with the provisions of Section 4.53 of the Environmental Planning and Assessment Act 1979 and the Newbury Principles.
- All reasons for refusal need to incorporate the following:
  - Where non-compliance with a provision of an environmental planning instrument or development control plan is alleged, the reason for refusal must not merely refer to non-compliance with the provision. The nature and extent of the non-compliance must be clearly identified, and where practicable, quantified.
  - Where an adverse and environmental impact upon amenity is alleged, the nature and extent of each impact must be clearly identified and, where practicable, quantified.
- The DA process checklist is completed and regularly updated throughout the assessment process for all applications**.**
- Development contributions calculations – Adhere to the (S7.11 and S7.12) checking procedure to ensure accurate figures are included in the conditions of consent.
- Technical advice – provide high quality technical to the public and applicants in respect of planning enquiries. Provide expert assistance to Council's customer service centre, call centre and other departmental referrals. No justifiable complaints or adverse feedback is received.
- Ensure the Executive Development Assessment Officer Key performance indicators are met where reasonably achievable.