

POSITION DESCRIPTION

Position Title	Team Leader - Development Assessment	
Division	Assets & Environment	
Group	Development Assessment & Regulatory Services	
Responsible to	Development Assessment, Manager	
Position Supervises	Direct: 6-8 (TBC) Indirect: Nil	
Position No.	TBC	
Status	Permanent Full-time	
Hours	35 hours per week	
Salary	\$100,659 pa to \$120,714 pa	Band/Level: 3/3
Allowances	N/A	
Motor Vehicle	Access to an Inner West Council motor vehicle lease back scheme	
Pre-employment checks Legislative requirements	<p>Police Check</p>	
Date reviewed: September 2017		Reviewed by: Group Manager Development Assessment & Regulatory Services

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

The Development Assessment Unit is responsible for delivering a high standard of development assessment and control to achieve a quality urban environment within the Inner West Local Government Area.

You will lead, supervise and co-ordinate the activities of a team within the Development Assessment Unit to ensure the team consistently works to meet its targets and commitments against their individual or team work or performance plans and Council's Operational and Strategic Plans. You will motivate and inspire the team, coach and develop staff, facilitate partnerships across Council and help solve problems and resolve issues, and model achievement of goals and commitments. You will be responsible for the:

- 1 Effective management of a team undertaking development assessment services ensuring the timely day to day management of Development Applications, Section 96 Applications, Section 82A Review Requests etc.
- 2 Increased level of customer satisfaction with the performance of the Development Assessment team.
- 3 Individual and team performance management and development.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Tertiary qualifications in Town Planning or related discipline.
2. Extensive experience in development assessment in local government particularly in NSW and the social, political, legal and regulatory frameworks in which it operates.
3. Outstanding knowledge of Environmental Planning and Assessment Act, Local Government Act and related planning legislation and concepts as they relate to development assessment.
4. Demonstrated ability to lead and manage a team and its functions to achieve outcomes that address current challenges for the IWC and its commitments to the community.
5. Demonstrated commitment to and ability to deliver and embed a culture of excellent customer service within a team.
6. Understanding of, or experience in preparation and presentation of matters for the NSW Land and Environment Court.
7. Strong interpersonal communication, collaboration and stakeholder management skills.
8. High level analytical and problem solving skills with the capacity to inspire or support innovative thinking and continuous improvement.
9. Ability to mentor and assist in the development of the team including the identification of training needs and performance management.
10. Highly developed skills in effective communication and conflict resolution/mediation techniques and negotiation.
11. NSW Class C Driver's Licence.
12. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times.

Desirable Criteria:

1. Postgraduate qualifications a relevant field such as law, urban design, heritage conservation, architecture, environmental studies, building surveying or other relevant discipline.

2. Understanding of, or experience with the Australian Business Excellence framework or similar.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Reporting to the Manager Development Assessment, you are to lead, supervise and collaborate with the relevant stakeholders for the delivery of the following functions:

- The position is responsible for the functions in the following areas:
 - Statutory planning including the assessment of Development applications, Modifications and Reviews;
 - Assisting the Manager Development Assessment with the management and operation of the Inner West Planning Panel;
 - The implementation of procedures and systems to ensure high quality and efficient assessment processes, from the time of lodgement of an application, to the time it has been determined.
- Manage staff workloads by identifying priorities and implement case management processes.
- Exercise delegation in the determination of applications.
- Identify staff training and learning needs and develop staff skills in assessment, mediation, negotiation, facilitation and conflict resolution through formal training and effective on the job coaching and mentoring.
- Investigate and resolve customer complaints as required.
- Supervise staff, undertake performance appraisals and recruit staff as may be required by the Manager.
- Provide professional support in the preparation of documentation for appeal matters or appear as an expert witness the Land and Environment Court as required.
- Act as Manager Development Assessment as required by the Manager or Group Manager.
- Attend Council and Planning Panel meetings, site inspection meetings as required by the Manager.
- Act, work and operate in an open, transparent and collaborative manner with all stakeholders.
- Ensure development assessment meet statutory obligations.
- Keep abreast with current information, trends and developments in the field/industry.
- Ensure strong technical skills are developed, adopted and practiced at all times by staff within the team.

Leadership and Service Management

- Lead, facilitate and monitor achievement of outcomes and projects by staff, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements.
- Evaluate and monitor the team's performance and culture to ensure services provided are meeting standards, expectations and commitments.
- Facilitate the development and implementation, review and maintenance of systems and procedures.
- Ensure the Manager is informed of any issue which may affect staff, the community and/or service delivery.

Staff Management

- Lead, motivate, support and develop staff in a way that is consistent with Council's principles/values, policies and systems.
- Lead, monitor and manage staff performance, including feedback reviews in accordance with Council's policy, procedures and best practice principles.
- Ensure Council directions are clearly communicated, implemented, monitored, reported and evaluated by all staff.
- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas.

KEY RELATIONSHIPS:

Internal: Development Advisory Services Team; and all other stakeholders in the development assessment and advisory process such as customer service, records, I.T, development and traffic engineers; community and cultural services, strategic planning, building certification and legal services.

External: Applicants and customers plus their professional agents, State Government Departments and agencies, including planning panels, IWPP panel members and the community of the Inner West.

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
SUPERVISORS / TEAM LEADERS / GANGERS
LEVEL 5**

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Team Leader - Development Assessment** as detailed in this document.

Signature:

Date: / /