

# Position Description

POSITION TITLE		Development Assessment Co-Ordinator			
REFERENCE/POSITION NUMBER		1086 ( BLD1011)			
DEPARTMENT		Planning, Environment and Communities			
ACCOUNTABLE TO		Manager Planning and Economic Development			
SUPERVISOR		Manager Planning and Economic Development			
DIRECTLY SUPERVISES		Up to 8			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	15	STATUS	Permanent	TYPE	Full time
HOURS	35		LOCATION	Administration Building	
MOBILE PHONE	Yes		VEHICLE	Operational and private use	
APPLICABLE ALLOWANCES		n/a			
LAST UPDATED		20/09/2023			

## OBJECTIVES

- To ensure the efficient processing of Development Applications in accordance with the requirements of the EPA Act 1979, State Government Planning Instruments and Council's Planning Policy.
- To assist Council in meeting its statutory obligations under the EPA Act, 1979.
- To undertake strategic planning matters as and when directed by the Director of Planning, Environment and Communities.
- To act as Chairperson on the Development Assessment Unit.
- To promote the image of Council as being customer focused, courteous and efficient

## SELECTION CRITERIA

### ESSENTIAL

- Qualifications in Town Planning, Urban and Regional Planning or equivalent discipline recognised by the Planning Institute of Australia.
- Class C Drivers licence.
- Minimum of 5 years' experience assessing and determining Development Applications and issuing notices and orders.
- Experience representing Council in the Land and Environment Court and in gathering evidence for successful legal proceedings.
- Excellent communication, consultation and negotiation skills with a strong customer focus.
- Project Management experience including research, planning, report writing and organisational skills with the ability to meet strict deadlines.
- Experience using MS Office suite.

### DESIRABLE

- Experience working in a local government environment.
- Presentation and group facilitation skills.
- Experience supervising a team and supporting individuals to resolve technical issues, while promoting innovation and improvement.
- Experience using TRIM, Authority, NSW Planning Portal, Tech One, GIS and other Council software

## ACCOUNTABILITIES

- Prepare evidence and represent Council in appeals before the Land and Environment Court as directed and investigate breaches of relevant Acts, Instruments and Regulations.
- Undertake strategic planning matters as and when directed by the Director of Planning, Environment and Communities.
- Prepare complex technical and professional business paper reports for matters that are not able to be determined in accordance with delegations or public interest matters for consideration by full Council or Committees of the Council, as directed by the Manager
- Planning and Economic Development and Director of Environmental Services.
- Undertake the role of Chairperson of the Development Assessment Unit.
- Supervise the work of the Development Assessment Officers.
- Ensure implementation and regular review of the WHS and Risk Management practices within the area to ensure compliance with Council's policies, procedures and legislation and care of self and others in the workplace.
- Respond to all correspondence in a professional and timely manner.
- Act in the role of Manager Planning and Economic Development as and when required.

## CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

## WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

## DELEGATIONS

<b>FINANCIAL DELEGATION:</b>	\$1,000
<b>RESPONSIBILITY DELEGATION:</b>	Act in accordance with Instrument of Delegation
<b>NO OF CONTRACTS MANAGED:</b>	None
<b>ANNUAL VALUE OF CONTRACTS MANAGED:</b>	None
<b>CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:</b>	Up to \$100,000
<b>BUDGET DEVELOPMENT:</b>	Input to budget

**CONDITIONS OF EMPLOYMENT**

<b>AWARD/AGREEMENT</b>	Local Government (State) Award	
<b>POLICIES:</b>	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
<b>PRE-EMPLOYMENT REQUIREMENTS:</b>	• Physical and mental capability to perform the inherent requirements of the position	
	• Proof of ability to legally work in Australia	
	• Pre-employment screening to Australian Standards in Employment Screening.	
	• Criminal record check	Yes
	• Pre-employment medical	Yes
	• Working with children check	No

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

**Employee Signature:**

**Date:**