

# Position Description

POSITION TITLE		Development Assessment Officer - Building			
REFERENCE/POSITION NUMBER		1091			
DEPARTMENT		Planning, Environment and Communities			
ACCOUNTABLE TO		Manager Planning and Economic Development			
SUPERVISOR		Building Assessment Coordinator			
DIRECTLY SUPERVISES		0			
INDIRECTLY SUPERVISES		0			
VOLUNTEERS SUPERVISED		0			
GRADE	14	STATUS	Permanent	TYPE	Full time
HOURS	35		LOCATION	Administration Building	
MOBILE PHONE	Yes		VEHICLE	Subject to contract agreement	
APPLICABLE ALLOWANCES		n/a			
LAST UPDATED		15/09/2023			

## OBJECTIVES

- To ensure the efficient processing of Development Applications, Construction Certificates, Complying Development Certificates, and Complying Certificates in accordance with the requirements of the EP&A Act, State Government and Council Planning Policy.
- To assist Council in meeting its statutory obligations under the EPA Act, 1979.
- To ensure a professional and efficient delivery of building inspection services and development control of all building Classes as defined under the National Construction Code Series.
- To promote the image of Council as being customer focused, courteous and efficient.
- To Demonstrate the Council's values of Respect, Integrity, Innovation, Teamwork and Excellence

## SELECTION CRITERIA

### ESSENTIAL

- Qualifications in building construction and inspection and accreditation as a minimum A4 Accredited Certifier as defined by the NSW Building Professionals Board
- Class C Drivers Licence.
- Experience assessing and determining Development Applications and issuing notices and orders.
- Experience assessing and determining Construction Certificates and Complying Development Certificates under the Construction Code Series and issuing notices and orders.
- Excellent communication, problem solving and negotiation skills with a strong customer focus.
- Excellent planning and organisational skills with the ability to multitask and meet strict deadlines.

### DESIRABLE

- Accreditation as an A3 Accredited Certifier as defined by the NSW Building Professionals Board.
- Experience representing Council in the Land and Environment Court and in gathering evidence for successful legal proceedings.
- Experience with Planning Portal

## ACCOUNTABILITIES

- Process, assess and determine development applications, construction certificates and complying development certificates in accordance with the delegated authority.
- Undertake building inspections of all building classes defined under the National Construction Code Series to control and regulate building construction.
- Investigate all enquiries and complaints assigned in respect to unauthorised or non-confirming development to ensure buildings comply with the relevant legislation, planning instruments, policies of Council and the development consents issued.
- Prepare written reports to Council and other authorities in relation to development applications, and other relevant matters where required.
- Undertaking inspections of swimming pool barriers and assist in the implementation of Council's Swimming Pool Barrier Inspection programme.
- Issuing Penalty Infringements, Notices, Orders, Certificates and correspondence from investigations and substantiated complaints in accordance with legislative guidelines.
- Prepare evidence and represent Council in appeals before the Land and Environment Court if required.
- Investigate breaches of relevant Acts, Instruments and Regulations and prepare prosecutions.
- Prepare specialist referral responses in relation to development applications.
- Attend and provide technical input at the Development Assessment Unit if required.
- Attend telephone and counter enquiries in relation to building and statutory planning matters, provide effective service to the Council and the public including objectors and other interested parties.
- Ensure the implementation and regular review of policies, procedures and legislation, and care of self and others in the workplace.
- Maintain records within Council's corporate IT programmes, TRIM, Authority, Trapeze, IFM mapping and other associated data bases.
- Respond to all correspondence in a professional and timely manner.

## 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>	Nil
<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>	No responsibility
<b>BUDGET DEVELOPMENT:</b>	None

## 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:**