

Position description

Development Planner

Division:	Liveable Communities
Department:	Development Assessment & Building Certification
Reports to:	Coordinator Major Assessments
Number of direct reports:	Nil
Location:	Forster and Taree
Grade:	10
Employment status:	Maximum term
Hours of work:	35
Date approved:	April 2024

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Development Assessment and Building Certification department and is responsible for the provision of development assessment and technical advice in accordance with environmental and planning legislation and Council’s statutory responsibilities.

Key Accountabilities & Duties

- Ensure that development meets statutory requirements and Council policies through effective and efficient analysis and assessment of all issues associated with development applications of varying levels of complexity.
- Provide high level advice to the community and stakeholders in regard to planning matters.

- Display high standards of technical knowledge in regard to functional requirements of the team and ensure currency of knowledge.
- Provision of expert advice in matters before the Land and Environment Court.
- To do Duty Planner with the frequency to be determined by agreement between the Manager Strategic Planning and Manager Development Assessment.
- Participate in secondment to Council's Strategic Planning section to undertake strategic planning tasks in accordance with the employee's skills, competence and training, and in accordance with the Secondment Protocol set out in Schedule 1.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.





Selection Criteria

1. Recognised tertiary qualification in Urban and Regional Planning or equivalent.
2. Demonstrated experience in assessment of development applications for a diverse range of development proposals.
3. A genuine customer service approach with a history of proven delivery of high levels of customer service.
4. Advanced communication and interpersonal skills.
5. Problem solving skills of a high order with a record of achievement in previous roles.
6. Demonstrated knowledge of the professional and legislative requirements within the scope of the role.
7. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. Current Class C Drivers Licence.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose. More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in **bold** are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☐ No ☒