

POSITION DESCRIPTION	
Title:	Principal Planner – Development Assessment
Group:	City Development
Reports to:	Manager – Planning
Grade:	20
Hours:	35 hours per week
Vehicle:	Yes
Pre-placement Medical:	Low Risk – Not required
National Criminal Check:	Not Required
WCCC Check:	Not Required
Date Developed:	December 2019
Position Purpose	
<p>To assess Development Applications in accordance with delegations, Council Policy and relevant legislation.</p> <p>Coordinate a customer focussed planning team in managing the consideration and determination of development applications that deliver enhanced quality outcomes to the community.</p> <p>Contribute to the development and implementation of cultural improvement and the practice of shared values.</p> <p>Develop and ensure accountability for all staff and the practice of corporate behaviours by all staff in the team.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential Criteria:</u></p> <ul style="list-style-type: none"> • Degree in Urban and Regional Planning or similar and/or equivalent experience. • Extensive experience in assessing, determining and peer review of complex Development Applications, across a wide range of different land uses and classes of buildings. • Extensive technical leadership skills and expertise in interpreting the Environmental Planning and Assessment Act. • Demonstrated experience of managing, mentoring and progressing other town planners in operation of statutory planning. • Demonstrated high-level negotiation and dispute resolution skills to define policy requirements. • Demonstrated excellent customer service, written and verbal communication skills. • Ability to work independently and as part of a team. • Highly developed time management skills. 	

- Current driver's license.
- Demonstrated experience in development and review of quality management systems or other business improvement systems.

Desirable Criteria:

- Experience in urban release areas.

Main Activities/Tasks

Council operates on the Principal of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Assessment, determine and peer review Complex Development Applications (DA) in accordance with approved Delegations:

- Assess, determine and peer review Complex Development Applications in accordance with delegations, Council Policy and relevant legislation.
- Ensure the provision of high quality advice to internal and external customers.
- Effectively liaise and negotiate with key stakeholders, including internal multi-disciplinary teams, and external stakeholders.
- Coordinate a planning service focussed on strong customer experience and assisting in the development of a service with systems and tools to meet the customer's needs.
- Contribute to a programmed approach to continuous improvement in planning systems and service delivery.
- Effectively coordinate appeals made in the Land and Environment Court .

Advise the Manager Planning on strategies to improve Council's ability to assess and determine DAs accurately and in a timely manner.

Provide supervision, coaching and guidance to staff:

- Supervise staff within team for the effective and efficient delivery of development assessment to achieve the required targets.
- Manage the activity, output and engagement of team members given the competing and evolving priorities, expectations and timeframes.
- Support the goals, development and engagement of team members through coaching, guidance and motivation to improve the teams's work.
- Assist the Manager Planning and work with the teams leadership group to identify, design and implement a positive working environment and ways of working that improve planning outcomes, staff engagement and efficiency.

Contribute to the overall management of the Organisation:

- Coordinate team meetings and arrange agenda/minutes.
- Attend and participate in management meetings and committees and work cooperatively with other Council officers.
- Actively participate and ensure the requirements of Integrated Planning and Reporting are achieved.

Other duties as directed by management within the limits of skill, competence and training.

Work Health & Safety tasks:

- Required to take reasonable care of yourself and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for OH&S purposes
- Participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required

Adherence to Council's codes and policies

Develop and maintain contacts with industry, professional, and government bodies.

Act in the position of Manager Planning as required.

Represent Council in the Land and Environment/Local Court

Assist the Manager Planning in improving the procedural day to day activities of the team.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four Principals that together form the focus of the organisation, namely the 4C's: Community, Councilors, Customer and Council.