

POSITION DESCRIPTION	
Title:	Team Leader Urban Release
Group:	City Development
Reports to:	Manager – Planning
Grade:	20
Hours:	Full time 35 hours per week
Vehicle:	Yes
Pre-placement Medical:	Low Risk - Not required
National Criminal Check:	Not Required
WCCC Check:	Not Required
Date Developed:	January 2020
Position Purpose	
<p>Manage the complete lifecycle of the release of development within Council's Urban Release Areas, giving regard to Council's role as Principle Certifying Authority and Council's long term urban release strategy.</p> <p>Ensure a customer focussed approach that delivers enhanced quality outcomes for the Community and Council.</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:</u></p> <ul style="list-style-type: none"> • Relevant degree qualification with extensive experience relevant to the position. • Extensive experience and capability in the project management and delivery in urban release area land use planning. • Experience in leading, motivating and directing a team of professionals. • Demonstrated high-level negotiation and dispute resolution skills to define policy requirements. • Demonstrated excellent customer service, written and verbal communication skills and conflict resolution skills. • Highly developed time management skills. • Current Class C Driver's Licence. • Understanding of contemporary issues affecting the development industry. 	

- Demonstrated ability to understand WHS systems, policies and procedures.
- Demonstrated experience in development and review of quality management systems or other business improvement systems.

Desirable:

- Demonstrated knowledge of local government activities and responsibilities.
- Understand of the regulatory framework associated with certifying authorities and certification of development in accordance with the Environmental Planning & Assessment Act, 1979.

Main Activities/Tasks

Council operates on the principle 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.

Project Management Services

- Provide effective and successful management and guidance from inception of Development Applications to delivery of development as a Principal Certifying Authority within Councils Urban Release Areas.
- Understand and deliver solutions on the long term strategic needs of the Calderwood Urban release area dictated by the statutory framework of the Concept Approval.
- Contribute to and lead initiatives to prepare and manage systems of reporting for the Directional Group that support effective dialogue, decision-making and collaborative outcomes on the commitments required to be delivered within the Calderwood urban release area.
- Coordinate a customer-focussed operation in managing the consideration and determination of development applications and subdivision certificates that deliver enhanced quality outcomes to the community and council.
- Ensure the provision of high quality advice to internal and external customers.
- Effectively co-ordinate key stakeholders to provide timely responses and outcomes on all aspects of the development process associated with the delivery and determinations and certifications.
- 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.

Provide supervision, coaching and guidance to staff:

- Contribute to the development and implementation of cultural improvement and the practice of shared values.
- Develop and ensure accountability for all staff and the practice of corporate behaviours by all staff in the team.
- Supervise staff within the 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 team's work.
- Assist the Manager Planning and work with the team's leadership group to identify, design and implement a 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.

Represent Council in the Land and Environment/Local Court.

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

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

Act in the position of Manager Planning as required.

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

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 principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.