

<b>POSITION DESCRIPTION</b>	
<b>Title:</b>	<b>Senior Development Assessment Officer</b>
<b>Group:</b>	<b>City Development</b>
<b>Reports to:</b>	<b>Principal Planner – Development Assessment</b>
<b>Grade:</b>	<b>18-19</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Number of Direct Reports:</b>	
<b>Number of Indirect Reports:</b>	
<b>Vehicle:</b>	<b>Vehicle or Allowance may be offered to the preferred applicant</b>
<b>Position Code:</b>	
<b>Pre-placement Medical:</b>	<b>Low Risk – Not required</b>
<b>National Police Check:</b>	<b>Not Required</b>
<b>WCCC Check:</b>	<b>Not Required</b>
<b>Date Developed:</b>	
<b>Position Purpose</b>	
To assess Development Applications in accordance with delegations, Council Policy and relevant legislation.	
<b>Qualifications and Experience</b>	
<i>(Minimum required/essential for success in the job)</i>	
<b><u>Essential:</u></b>	
<ul style="list-style-type: none"> <li>• Relevant qualifications in Urban and Regional Planning</li> <li>• Extensive experience in assessing, determining and peer review of complex Development Applications, including a range of different land uses and classes of buildings</li> <li>• Demonstrated comprehensive knowledge of Environmental Planning and Assessment Act</li> <li>• Demonstrated high-level negotiation and dispute resolution skills to define policy requirements.</li> </ul>	

- Demonstrated excellent customer service, written and verbal communication skills and conflict resolution skills
- Ability to work independently and as part of a team
- Highly developed time management skills
- Ability to represent Council in the Land and Environment Court
- Experience in using a quality management system or other business improvement initiatives
- Current driver's license

**Desirable:**

- Eligible for membership of PIA
- Ability to supervise, train, mentor and coach staff
- Experience in urban release areas

## 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.

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

- Ensure compliance with building codes, Council regulations/codes, town planning requirements and environmental planning legislation.
- Provision of accurate and consistent advice to internal and external customers.
- Attend Pre-lodgment meetings and prepare advice notes.
- Process Policy Review as required (eg. Review of DCP's etc).
- Appeals by applicants.

**Provide supervision, coaching and guidance to staff:**

- Coordinate with other seniors a positive environment for City Development staff.
- Ensure decision making processes are appropriate and consistent.
- Being directly involved in decision making and staff support.
- Informing staff of relevant issues in the development assessment process.

**Contribute to the overall management of the Organisation:**

- Coordinate department meetings and arrange agenda/minutes that contribute to staff educational growth
- Attend and participate in management meetings and committees and work cooperatively with other Council officers
- Actively participate in Integrated Planning and Reporting

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

### **Work Health & Safety**

- Required to take reasonable care of self 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 WH&S purposes.
- Must 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.