

POSITION DESCRIPTION

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| Title: | Senior Development Assessment Officer |
| Group: | City Development |
| Reports to: | Principal Planner – Development Assessment |
| Grade: | 18-19 |
| Hours: | 35 hours per week |
| Number of Direct Reports: | |
| Number of Indirect Reports: | |
| Vehicle: | Vehicle or Allowance may be offered to the preferred applicant |
| Position Code: | |
| Pre-placement Medical: | Low Risk – Not required |
| National Police Check: | Not Required |
| WCCC Check: | Not Required |
| Date Developed: | |

Position Purpose

To assess Development Applications in accordance with delegations, Council Policy and relevant legislation.

Qualifications and Experience

(Minimum required/essential for success in the job)

Essential:

- Relevant qualifications in Urban and Regional Planning
- Extensive experience in assessing, determining and peer review of complex Development Applications, including a range of different land uses and classes of buildings
- Demonstrated comprehensive knowledge of Environmental Planning and Assessment Act
- 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
- 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.