

POSITION DESCRIPTION	
Title:	Development Assessment Officer
Group:	City Development
Reports to:	Principal Planner – Development Assessment
Grade:	16
Hours:	35hpw
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	Vehicle or Allowance may be offered to the preferred applicant
Position Code:	20204
Pre-placement Medical:	Low Risk – Not required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	April 13
Position Purpose	
<p>To assess Development Applications in accordance with delegations, Council Policy and relevant Legislation.</p> <p>To ensure a customer focused approach that delivers enhanced quality outcomes for the Community and Council.</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 qualifications (or nearing completion) of study in Town Planning, Health & Building Surveying or equivalent skills and experience • Demonstrated knowledge of Environmental Planning and Assessment Act (EP&A) & related legislation • Ability to work as part of a team 	

- Excellent customer service, written and verbal communication skills
- Ability to assess and determine development applications that comply with legislation and Council policy
- Ability to apply legislation and policy
- Ability to use the Microsoft Office suite of software.
- Experience in using a quality management system or other business improvement initiatives.
- Current driver's license (Class C).

Desirable:

- Previous experience in development assessment
- Ability to take a flexible approach to situations/tasks
- Eligible for membership of PIA
- Presentation/public speaking skills
- Experience and knowledge of the Land & Environment Court and/or local Court
- Experience in the Building Code of Australia
- Represent Council in Land & Environment Court and Local Court:
- Appear as an expert witness and present Council's decisions in clear and structured manner
- Have in-depth knowledge of the matters at hand
- Represent Council in a professional manner

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 and determination of Development Applications (DA), including:

- Appeals by applicants
- 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
- Pre-lodgement meetings and advice
- Process Policy Review as required (eg. Review of DCP's etc)

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

Adherence to Council's codes and policies

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

Represent Council in the Land and Environment/Local Court

Assist the Team Leader Development in improving the procedural day to day activities of the department.

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