

POSITION TITLE	Senior Development Assessment Planner
POSITION NUMBER	063
DIVISION/DIRECTORATE	Planning & Environment
DEPARTMENT	Planning & Place
GRADE	Grade 22
REPORTS TO	Executive Planner, Development Assessment
DATE EFFECTIVE	April 2024

POSITION OBJECTIVE

- To be instrumental in the delivery of excellent customer service and planning outcomes through the development assessment functions of the Planning & Place team.
- Ensure that future planning decisions and development outcomes within the Strathfield local government area support a positive and vibrant future of the community that enhances the existing high standard of amenity, environmental attributes, and sense of place.
- To apply high level statutory planning and problem-solving skills in the assessment and determination of complex and sensitive development proposals.

KEY RESPONSIBILITIES AND DUTIES

- To undertake the efficient and effective assessment of development applications and related applications against relevant legislation within a transparent framework and in accordance with key performance indicators whilst maintaining a high standard of customer service.
- Represent Council at meetings with applicants and external stakeholders with regard to the assessment and determination of development applications, pre-DA advice or other community based planning matters.
- Prepare accurate and well-presented reports for consideration by internal stakeholders, Council, Strathfield Local Planning Panel or Regional Planning Panel, and present and attend at any associated meetings as required.
- Represent Council as an expert witness in the NSW Land and Environment Council as required.
- Supporting the supervision and mentoring of a multi-disciplined professionals and administrative Planning staff to achieve a high performing and agile team.
- Implementation of Council's policy and procedures including our key land use and place making policies through sound planning assessment and good judgement. This includes contributing to the review of planning policies or other related matters as required.
- Prepare and project manage briefs, programmes, and contract documentation for external consultants for projects within the Planning and Environment division to achieve the strategic objectives of Council.

KEY PERFORMANCE INDICATORS AND OUTPUTS

- Maintain and develop professional knowledge and skills with a view to identify and inform Council of emerging issues, trends and contemporary best practice within your field and make recommendations which are appropriate and tailored in response.

- Project and promote the image of Council as both efficient and courteous whilst representing Council's interests in dealings with government agencies, authorities and fulfilling the requirements of relevant legislation.
- Self-assess work to ensure output of work is timely, accurate, on budget and of a high standard
- Undertake all development assessment and related team activities in accordance with internal performance standards and external statutory timeframes and requirements.
- Support excellence in customer experience outcomes across the team.
- Commitment to the achievement of a safe and inclusive workplace through compliance and implementation of Strathfield Council workplace policies and procedures.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Executive Planner, Development Assessment
Supervises:	Development Assessment Planner
Internal Stakeholders:	Planning & Operations, Strategic Planning, Place Planning, Finance, Property, Customer Service, Information Technology,
External Stakeholders:	NSW State Agencies, Community, Applicants, External Planning Panels

ADDITIONAL INFORMATION

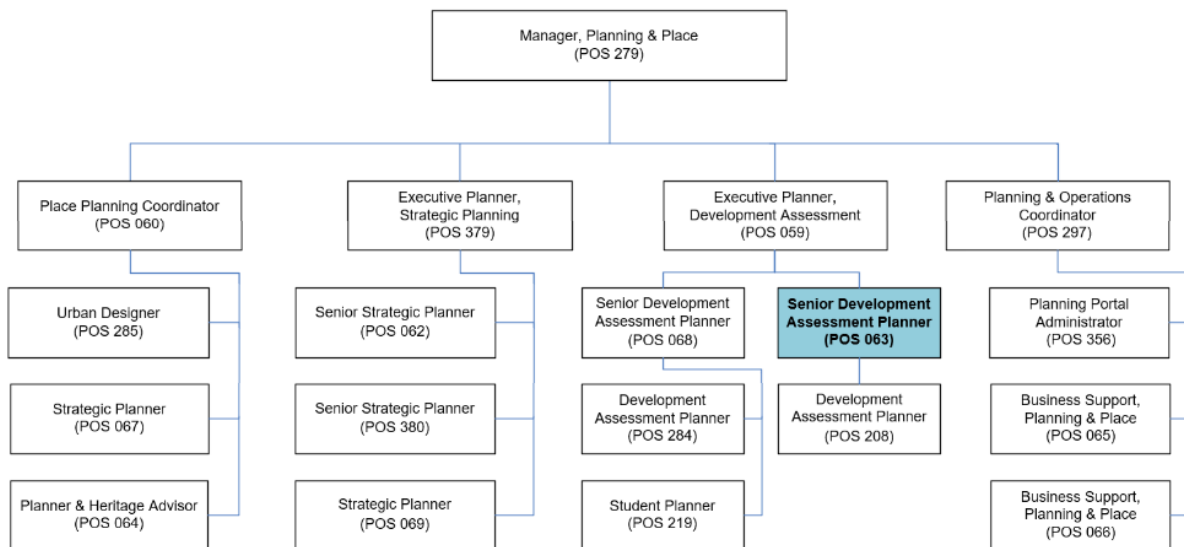
- You will comply with and follow all Workplace Health and Safety requirements as set out in all relevant policies, procedures, legislation, and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- In line with the Local Government (State) Award 2023, the employer may direct the employee to carry out such duties within the limits of the employee's skill, competence, and training.

SKILLS AND ATTRIBUTES

Strong or developing skills in the following key areas:

- Planning and Environment Legislation knowledge
- Project and time management
- Report writing and presentation skills
- Negotiation and problem solving skills
- Stakeholder management and conflict resolution skills
- Mentoring and supervision skills

ORGANISATIONAL CHART



QUALIFICATIONS

- Tertiary Qualifications in either Town Planning or Building related field
- Post-graduate work experience in urban design, planning, landscape architecture and/or architecture projects that have involved design, analysis, and problem-solving skills to deliver public domain outcomes **(Desirable)**
- Eligibility for registration with AIA, AILA, PIA or equal professional peak organisation **(Desirable)**

KEY SELECTION CRITERIA

- Qualifications as above.
- Proven ability to exercise initiative, work autonomously, meet deadlines, and effectively contribute to a team working in complex and changing urban environment.
- Able to coach and mentor other staff.
- Extensive experience in development assessment processing in Local Government, particularly in NSW, and excellent knowledge of Environmental Planning and Assessment Act, Local Government Act, and related planning legislation.
- Proven ability to analyse and provide clear, high level written and verbal advice and briefings on complex issues and to interact with a broad range of senior staff, technical specialists, community members and other stakeholders, including planning determination bodies.
- High-level verbal and written communication skills including the demonstrated ability to understand client (staff, Councillor, and customer issues) and where possible achieve “win/win” outcomes.
- Demonstrated high level of developing and maintaining a network relationship with customers, external and internal stakeholders.
- Possess and maintain a current NSW Class C driving licence.
- Experience in LEP preparation and planning proposals assessment **(Desirable)**.

APPROVAL OF POSITION DESCRIPTION

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: _____

Signature: _____

Date: _____

Manager: _____

Signature: _____

Date: _____