



Development Assessment Officer - Engineer

POSITION PROFILE

Division	Shire Planning	Position ID	
Group	Major Development and Assessment	Date Reviewed	January 2021
Unit		Status	Full time (permanent)
Reports to	Manager - Major Development Assessment	Salary Grade	

STRATEGIC INTENT

Assessing development proposals specifically with respect to engineering issues, having regard to potential impacts on the natural, built and social environment and ensuring development integrates appropriately with the public asset.

The Development Assessment Officer - Engineer provides input into the development assessment process, coordinates input from other engineering specialists and asset managers, assists in the timely determination of applications, and provides expertise where required.

POSITION PURPOSE

- primary focus is the assessment of development proposals with regard to their potential impacts on the natural, built and social environment with specific consideration to engineering matters;
- assistance in the preparation and review of plans which will provide engineering controls in respect to developments and land use matters;
- involvement in project teams dealing with issues associated with the functions and responsibilities of Shire Planning.

POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Provide expert input in the assessment of development applications in accordance with legislation and policy	<ul style="list-style-type: none">▪ Timely expert engineering input /or determination of Development Applications in accordance with DA process (meeting target dates is a major responsibility of the position).▪ The quality and quantity of expert input/application assessments determined within and outside prescribed times▪ Assistance to Responsible Officers in the assessment of development applications provided in response to formal and informal referrals, and supported by appropriate administration and record keeping.

	<ul style="list-style-type: none"> ▪ Work prioritised sensibly and flexibly in accordance with the context of the application. ▪ Informal referrals accepted and prioritised sensibly when balanced against work formally allocated ▪ To ensure assessment of all Development Applications is commenced within five (5) days of receipt. ▪ Attend project team meetings and other discussions as required ▪ Consider the advice of other engineering experts and offer a position that has considered and balanced competing requirements from other experts. ▪ All input to a DA is to be in accordance with the “door to Kerb” principle. ▪ Timely referrals to asset managers within Council as required ▪ Ensure that, where possible, all input/Development Applications are determined within the time frames set out in the appropriate manuals practice notes and policies. ▪ No reasonable complaints from Council’s assessment stakeholders (keeping people informed is a major responsibility of the position). ▪ No reasonable cause for any Councillors or senior management to be dissatisfied with performance
Report to the Responsible Officer/ Assessment Team Leaders any significant engineering issues and concerns at the earliest possible occasion	<ul style="list-style-type: none"> ▪ Timely sign off with Responsible Officer/ Team Leader at each check point in the process of assessment
Assist the Manager Major Development Assessment in the implementation of new procedures. Participate in joint working parties and divisional Project Groups.	<ul style="list-style-type: none"> ▪ Input into plans/policies which enable them to satisfy Council’s strategic direction, environmental objectives and corporate standards. ▪ Effectiveness of new procedures to be determined by set performance indicators.
Assessment and issue of construction certificates in accordance with development approvals and associated Roads Act Approvals issued for Subdivision	<ul style="list-style-type: none"> ▪ Applications are assessed in a timely fashion, in accordance with the Operations Manual ▪ Record kept in accordance with accepted practice both in hard copy and electronic using the corporate tools provided
In accordance with the team procedures, answer telephone calls, or attend to customers at the Customer Service Counter, relating to Council’s policies/requirements, planning queries and complaints. Assist customers with information related to the redesign of submissions, if required, so as to comply with Policies, Codes, etc.	<ul style="list-style-type: none"> ▪ There is to be no example of inaccurate or unsound professional advice to Council’s customers ▪ Success rate in resolution of issues with stakeholders (applicants, objectors and the broader community) ▪ Correspondence/reports are clear, concise and comprehensive and properly reflect Council’s policies and codes.

and discuss alternatives relating to engineering matters	
Accept the Principle Certifier role for Torrens Title Subdivision on behalf of Council	<ul style="list-style-type: none"> Undertake inspections and accept certificates as appropriate, on behalf of Council and in accordance with legislation and accepted practice.
Undertake the assessment of Subdivision Certificates in accordance with legislation and policy	<ul style="list-style-type: none"> Sub Cert Applications are assessed in a timely fashion, in accordance with the Operations Manual Record kept in accordance with accepted practice both in hard copy and electronic using the corporate tools provided.
Administration of applications for Subdivision Certificates to enable the registration of property at Land and Property Information NSW	<ul style="list-style-type: none"> Review approved development drawings, construction certificate drawings and consent conditions and ensure where required, these have been addressed in construction documents and Works As Executed documentation.
Attendance as Duty Officer	<ul style="list-style-type: none"> Provide expertise and assistance to customers on a range of development issues on a regular, timetabled basis
Other duties as required by the Manager / Supervisor	<ul style="list-style-type: none"> Timely response to requests or direction by supervisors
Provide engineering input into the preparation of Plans and Codes & policies, which is both sound and responsible in relation to planning matters.	<ul style="list-style-type: none"> Assist with the development of plans and policies as requested
Represent the Council in appropriate forums and courts	<ul style="list-style-type: none"> Professional representation of Council as required or requested
Attend, in consultation with the Responsible Officer/ Assessment Team Leaders or Manager, mediation/ facilitation/information sessions should exert advice be required for mediation between neighbours in an attempt to negotiate a compromise on contentious development applications.	<ul style="list-style-type: none"> Attend and present to such sessions as arranged where required (typically these are arranged for and occur after business hours)

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Tertiary qualifications in technical related engineering areas such as a Degree in Civil / Environmental Engineering, Diploma in Civil / Environmental Engineering or a Certificate in Civil Engineering / Land Survey Drafting / Environmental Engineering or nearing completion of tertiary studies. Drivers Licence
---	-----------	---

Experience or skills	Essential	<ul style="list-style-type: none"> • Experience in the preparation of technical reports and assessment reports • Experience in providing comment on development proposals against a set of criteria • Advanced problem solving and identification of solutions in the context of the assessment of development proposals • Synthesising the input of various engineering experts into a single coherent comment on a development proposal
	Desirable	<ul style="list-style-type: none"> • Experience in assessing and determining Development Applications in accordance with the Environmental Planning and Assessment Act • Knowledge of Council's codes, policies, planning and environmental principles. • Understanding of Roads Act and Local Government Act and associated applications • Experience in the review and determination of subdivision certificates and construction certificates under the Environmental Planning and Assessment Act • Experience and ability to accept the role of Principle Certifying Authority for Subdivision Works on behalf of Council • Experience in the preparation of documentation for submission to LPI including instruments, covenants, memorandum of transfer and grants. • Experience in general subdivision work, including drainage works and carriageway construction.

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. ▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Communication skills: able to articulate complex and technical matters in simple terms. ▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
------------	---

OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate – We are a united team. We work together to deliver great outcomes for our community
------------	---

	<ul style="list-style-type: none"> ▪ Achieve- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community ▪ Respect – We communicate openly, act with integrity and are inclusive ▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
--	--

CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Records Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

19 day month flexitime arrangements

Attendance at occasional evening meetings with due notification from Managers

Overtime or time in lieu is available for work outside normal spread of hours with the agreement of the Managers.