



Senior Development Planner / Building Surveyor / Architect

POSITION PROFILE

Division	Planning and Growth	Date Reviewed	January 2023
Group Unit	Development Services	Date Reviewed Status	Permanent Full Time
Reports to	Team Leader Development Services	Salary Grade	

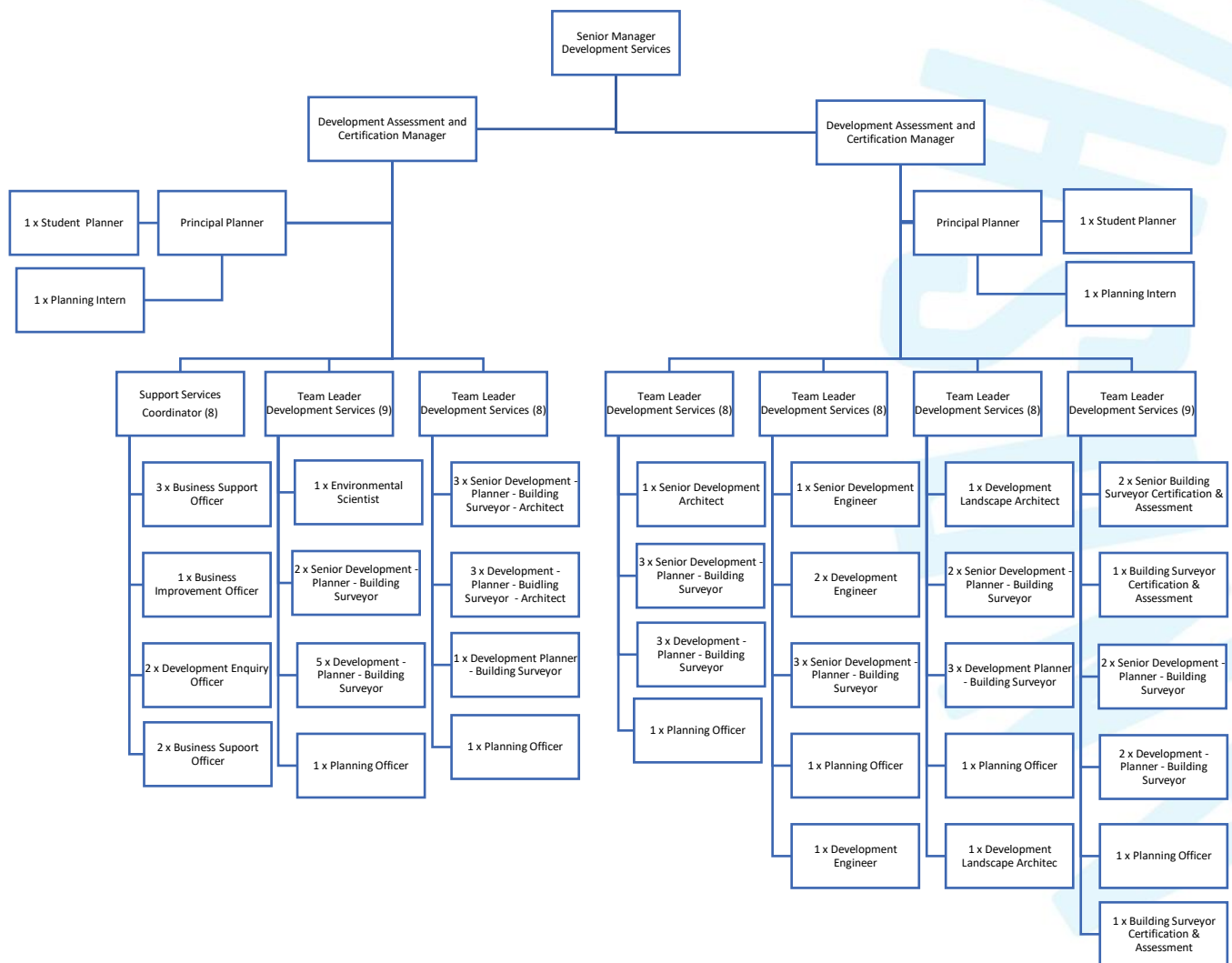
STRATEGIC INTENT

Facilitating land use and development to deliver balanced community, environmental and economic outcomes.

POSITION PURPOSE

- Review and assessment of development proposals and complex development proposals, including writing and reviewing reports for all types of development applications with a focus on their potential impact on the natural, built and social environments with specific consideration to planning matters;
- Provide technical guidance & advice to team members, senior management, and the organisation in respect to Development Assessment and Planning;
- Be a mentor for less experienced team members such as undergraduate and Planners;
- Assist in the preparation and review of policies and plans which will provide controls in respect to developments and land use matters;
- Involvement in project teams dealing with issues associated with the functions and responsibilities of Planning and Growth.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Assessment, critical analysis and processing of all types of development applications in accordance with legislation and policy.	<p>Timely determination of Development Applications in accordance with DA process (meeting target dates and KPIs is a major responsibility of the position).</p> <p>The quality and quantity of application assessments determined within and outside prescribed times.</p> <p>To ensure a preliminary assessment of all Development Applications is commenced within five (5) days of receipt.</p> <p>To ensure that, where possible, all Development Applications are determined within the time frames set out in the appropriate manuals practice notes and policies.</p>

	<p>No reasonable complaints from Council's assessment stakeholders (keeping people informed is a major responsibility of the position).</p> <p>No reasonable cause for any Councillors or senior management to be dissatisfied with performance.</p>
Arrange and conduct any mediation required, to negotiate a compromise on contentious development applications.	Attend and present to such sessions as arranged (typically these are arranged for and occur after business hours).
Report any significant planning issues and concerns at the earliest possible occasion to the Development Services Team Leaders.	<p>Timely sign off with Team Leader at each check point in the process of assessment.</p> <p>Appropriate check points are managed and held with Team Leader or other appropriate delegate prior to decision making in accordance with the processes adopted by the Development Assessment Team.</p>
<p>Provides specialist expertise in the implementation of new procedures.</p> <p>Participate and lead joint working parties and divisional Project Groups.</p>	<p>Input into plans/policies which enable them to satisfy Council's strategic direction, environmental objectives and corporate standards.</p> <p>Effectiveness of new procedures to be determined by set performance indicators.</p>
Refer all applications outside the scope of your delegated authority to the Team Leader for final decision.	<p>All statutory obligations are met.</p> <p>All decisions are made with reference to delegations issued by the General Manager and any instructions that refine those delegations.</p>
<p>In accordance with the team procedures, answer telephone calls, or attend to customers at the Customer Service Counter, relating to Council's policies/requirements and complaints, including Duty Planning enquiries.</p> <p>Assist customers with information related to the redesign of submissions, if required, so as to comply with Policies, Codes, etc. and discuss alternatives relating to planning matters.</p>	<p>There is to be no example of inaccurate or unsound professional advice to Council's customers.</p> <p>Success rate in resolution of issues with stakeholders (applicants, objectors and the broader community)</p> <p>Correspondence/reports are clear, concise and comprehensive and properly reflect Council's policies and codes.</p>
Take appropriate action when advice is received or when unauthorised work is observed during the course of normal duties.	Timely reporting of non-compliances and unauthorised work.
Provide planning input into the preparation of Local Environmental Plans, Development Control. Plans and Codes & policies, which is both sound and responsible in relation to planning matters.	Assist the strategic planning unit with the development of policies and plans and policies as requested
Represent the Council in appropriate forums and courts.	Professional representation of Council as required or requested.

	Representation of Council at the Land and Environment Court.
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SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Tertiary qualifications in an area related to environmental planning and assessment such as a Degree in Town Planning/Urban & Regional Planning Class C Drivers Licence General Construction Induction Card NSW
	Desirable	<ul style="list-style-type: none"> Eligibility for acceptance to the Planning Institute of Australia.
Experience or skills	Essential	<ul style="list-style-type: none"> Demonstrated strong experience in assessing and reporting on major and complex development applications, including reports to the local and Regional Planning Panels and liaising with stakeholders; Extensive experience in assessment and determination of a wide range of complex applications relating to all development types (within the range of zones) is considered essential to enable the responsible execution of duties of this position; Strong working knowledge of the Environmental Planning & Assessment Act 1979; Experience in project management and working with other disciplines and co-ordinating input from various professionals; Advanced ability to interpret Acts and policies and to make appropriate decisions; Advanced experience in setting short and long term work objectives with follow up performance monitoring; Strong experience in dealing with matters in the Land and Environment Court; Advanced ability in interpreting legislation and policy and to make appropriate decisions. experience in the supervision of professional and technical staff including reviewing reports and allocating work; experience in a local government in Planning related functions; Experience and exposure to process changes in local government and planning.

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 through application of well-balanced judgement. Customer Service: Customer focused. 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.
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	<ul style="list-style-type: none"> ▪ Communication skills: able to articulate complex and technical matters in simple terms with Good English language oral and written communication skills. ▪ Innovation: Receptive to & encouraging of innovation. ▪ Development: On-going maintenance & enhancement of technical skills. ▪ 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.
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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. Be open and welcoming, genuinely connect to others, include others, work together as one. ▪ 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. Be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others ▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions. Stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker
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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 Records and Information Management Policy 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