



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Senior Planning Assessment Officer		
Position Number:	4110	Standard Position Hours:	35 Hours
Group:	Planning and Environment	Unit:	Development Services
Salary Grade:	9	Award Band and Level:	Band 3 Level 2
Position Reports to:	Team Leader Development Services		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:		Date Last Reviewed:	February 2014
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employees approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates:

- Planning and Environment
- Works and Infrastructure
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Planning & Environment Directorate is responsible for providing services associated with development assessment, building certification, strategic planning, and health and regulatory considerations.

The Development Services Unit is primarily responsible for the assessment of development applications and associated applications, as well as enforcing conditions of consent and controlling unauthorised land use activities.

This Unit works closely with other Units within the Directorate which are responsible for related functions.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to provide an efficient and effective service in relation to the assessment of applications and a range of development control functions to ensure that development achieves Council's objectives.

KEY ACCOUNTABILITIES

1. Process Development Applications, and Section 96 and 82A Applications, including major/significant applications, in accordance with statutory requirements and Council's codes and policies.
2. Provide written and verbal advice regarding land use, zoning, planning legislation, and Council's policies and procedures.
3. Represent Council in meetings with developers and their representatives in regard to development proposals and preparation of applications, including attendance at Pre-DA Meetings.
4. Facilitate meetings with other departments and outside agencies to ensure effective and responsive processing of development functions (including Council's strategic planning section).
5. Report to Council and the Joint Regional Planning Panel in response to submitted Development Applications, and attend these meetings as required, which may involve out of normal working hours attendance.
6. Negotiate on Council's behalf on matters arising from Council's development control function and report such negotiations to Council where these involve departures of significance from established policies, procedures and may affect the integrity of the codes and policies.
7. Represent Council as an expert witness in the NSW Land and Environment Court, as required/directed.
8. Keep up to date with industry and legislative developments relating to development assessment issues.
9. Any other accountabilities or duties as directed by Supervisor/Manager which are within the employee's skill, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Relevant tertiary qualifications (at a bachelor degree minimum) in town planning, with the eligibility for acceptance to the Planning Institute of Australia.
2. Extensive relevant experience in development assessment, including the assessment of complex applications; and understanding of the Joint Regional Planning Panel process and experience in referring applications to the JRPP for determination.
3. Comprehensive knowledge and understanding of the Environmental Planning and Assessment Act 1979 and the Local Government Act 1993, and associated Regulations.
4. Experience in legal case presentation for court proceedings and appearing in court as an expert witness, or knowledge of the processes associated with court proceedings.
5. Highly developed written and verbal communications skills including report writing and public presentation skills.
6. Highly developed negotiation and conflict resolution skills with an open engagement style.
7. Demonstrated ability to prioritise workloads and meet deadlines.
8. Demonstrated ability to accept challenges and succeed in a rapidly changing environment.
9. Solid experience in the use of Microsoft Office and other software/database programs relevant to the position such as Data Management systems and computer based Land Information Systems.
10. Current Class C unrestricted drivers licence.

Highly Desirable

1. Current WorkCover NSW Construction Induction Card.

SIGNATURE

Employee

Full Name:

Signature:

Date: