

Position Description

POSITION	Assistant Team Leader – Projects
SECTION	Development Assessment
DEPARTMENT	Design & Development
BUDGET SUBJECT	480
POSITION NO.	BCC583 BCC591 BCC1635 and BCC1645
POSITION TYPE	Full-time
REPORTS TO	Team Leader – Projects
DIRECT REPORTS	Yes
POSITION GRADE	Band 3 Level 2 <u>Salary System</u> Grade 14
DATE	May 2015

POSITION PURPOSE:

- Assist co-ordinating and supervising planning activities within an established team.
- To act only as Team Leader-Gateway when the Team Leader is absent from the position
- To undertake the efficient processing of more significant development applications including DAs to the Joint Regional Planning Panel (JRPP) and other planning tasks in a timely manner whilst ensuring compliance with Council's statutory responsibilities, policies and procedures.
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2017 and the Work Health and Safety (WHS) Management System to ensure a safe place of work.
- Provide effective and informative Town Planning services to the City Strategy and Development Directorate customers.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Town Planning or equivalent tertiary degree in a related discipline.
- Significant experience as a Town Planner, especially involving the assessment of development applications.
- Experience working with other disciplines and coordinating input from various professionals.
- Experience in setting short term and long term objectives with follow-up performance monitoring.
- Current Class “C” driver’s licence.
- Experience in writing complex reports competently.

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- Assist in meeting Development Services and Administration section's performance targets.
- Assist in the timely delivery of planning services to the customers
- Efficient and timely processing of development applications.
- Provide input into the development of Council's policies and objectives relating to improvement of the built environment.
- Ensure that stakeholders are provided with the highest level of service to ensure that planning outcomes are acceptable to all involved in the assessment process.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2017 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Blacktown City 2030 – City of Excellence, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve and enhance our local environment, in consideration of Council's

environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Provide town planning processing and inspection services to the development community.
- Report and be accountable to the relevant Team Leader – Planning Approvals regarding operational matters and professional issues, including policy development.
- Assist co-ordinating and supervising Town Planning duties within the Planning Approvals Teams.
- Institute and carry on legal proceedings in accordance with Council's delegation register.
- Assess applications for development (including Ministerial Determinations and JRPP) and prepare notices of determination under the provisions of the Environmental Planning and Assessment Act 1979 and in accordance with Council's delegated authority.
- Preparation of professional reports to Council, the Joint Regional Planning Panel, the Land and Environment Court and the Manager of Development Services and Administration (MDSA) as directed by Team Leader – Planning Approvals or MDSA in a competent and timely manner as required.
- Check "linen plans" of subdivision to ensure that Council's requirements have been met.
- Prepare and sign correspondence in accordance with level of delegated authority.
- Undertake site inspections, as required.
- Ensure that applications, inspections, responses to correspondence and customer service matters are dealt with in accordance with agreed targets.
- Advise the relevant Team Leader – Planning Approvals when target times are unlikely to be met and the actions required to rectify the situation.
- Be available for telephone contact and counter enquiries in accordance with Development Services and Administration section's policy and, as directed.
- Calculate s.94 contributions payable to Council.
- Assist the relevant Team Leader – Planning Approvals in making recommendations on town planning matters and in the preparation of reports to Council.
- Represent Council on town planning matters at public meetings, seminars and appeals to the Land and Environment Court.
- Provide an advisory service to Council's clients/stakeholders regarding professional matters.
- To act as Team Leader – Planning Approvals or Team Leader Gateway only in their absence..
- Undertake any other duties as directed by the relevant Team Leader – Planning Approvals and the Manager of Development Services and Administration.
- Only when acting Team Leader Gateway to undertake pre-lodgement meetings with applicants as directed by the relevant Team Leader – Gateway.

- Only when acting Team leader assist in the provision of leadership and supervision of Planners within either the approvals or gateway teams t and monitor their work where necessary.
- Check consents for minor developments or as directed by the Team Leader – Planning Approvals.
- Maintain knowledge of the relevant Acts, SEPPs, Planning Reforms and other evolving legislation relative to planning development.

SELECTION CRITERIA:

- Relevant experience and appropriate qualifications in accordance with requirements outlined in the position description.
- Knowledge of applicable legislation/regulations including, working knowledge of appropriate sections of the Environmental Planning and Assessment Act 1979 State Environmental Planning Policies and the recent Planning Reforms.
- Demonstrated ability to process complex Development Applications for consideration and determination by the Joint Regional Planning Panel (JRPP).
- Effective computer skills.
- Demonstrated superior communication skills and commitment to customer service.
- Demonstrate commitment to and an understanding of WHS Issues and EEO principles in the work place.
- Excellent liaison, negotiation skills and associated conflict resolution capabilities.
- Ability to work within a team environment.
- Availability to work flexible working hours.
- Ability to work to key timeframes.
- Experience in developing implementing and monitoring internal work procedures.
- Demonstrate leadership, analytical and problem solving skills.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date:

Supervisor Name (PRINT):

Authorised by Supervisor:

Date:
