



Position Description

<p>Position Title</p> <p>Position No.</p> <p>Division</p> <p>Department</p> <p>Reports to</p>	<p>Team Leader Development</p> <p>9063</p> <p>Economic Development & Environment</p> <p>Development</p> <p>Development Manager</p>
<p>Current Status</p> <p>Band/Level</p> <p>Grade</p> <p>Step</p>	<p>Permanent Full-time</p> <p>3/3</p> <p>18</p> <p>Entry Level to Step 4</p>
<p>Last Reviewed</p>	<p>August 2018</p>
<p>Conditions of Employment</p>	<p>The employee will work according to conditions provided under the <i>Local Government (State) Award</i> as varied from time to time, and the Council Policies/Systems including, but not restricted to:</p> <ul style="list-style-type: none"> * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
<p>WorkHealth and Safety (WHS)</p>	<p>The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.</p>

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Position Summary

To advise and coordinate the team of Development Planners in order to achieve statutory timeframes and targets set by Council's Community Strategic Plan. Additionally, the incumbent shall process all applications and certificates allocated to the position and are required to develop and implement policies and procedures that will provide an excellent service to Council customers.

Specific Duties and Responsibilities

- Co-ordinate the functions of the Development Planning Team in order that the applications and certificates processed by the team are in accordance with statutory requirements, Council policy, Council's Community Strategic Plan and any performance requirements of this position description.
- Ensure the functions of the programme, particularly those subject to competition are carried out in a competitive and cost effective manner having regard to statutory requirements, Council policy, Council's Community Strategic Plan and any performance requirements of this position description.
- Ensure conditions imposed by development consents are enforced.
- Ensure appropriate input into Urban Design issues.
- Provide guidance, support, coaching and training to staff within the Development Planning Team.
- Provide input into the budget for the Development Division as required.
- Ensure documented and publicised procedures for pre-application information and consultation are implemented and reviewed as necessary.
- Relieve in the position of Development Manager as required.
- Attend Committee meetings of Council and other meetings as required by the Development Manager and Group Manager Environment & Development
- Undertake any special projects as required by the Development Manager and Group Manager Environment & Development.
- Provide accurate, timely and professional advice to the Development Manager and Group Manager Environment & Development.

Performance Standards

- Ensure that all applications are assessed in accordance with statutory requirements, Council's Local Environmental Plan, any relevant Development Control Plan or Council Policy.
- Ensure that the processing and turnaround times for Development Applications are in accordance with the targets as outlined in Council's Community Strategic Plan.
- *(NB: The times associated with the expected targets shall take into consideration the 'stop the clock' provisions of the Environmental Planning and Assessment Act)*
- The annual average processing time for Section 149 Planning Certificates shall be less than 7 days.
- Ensure that notices, orders, penalty notices or prosecutions under the Environmental Planning and Assessment Act, Local Government Act, Protection of the Environment Operations Act are pursued as appropriate.
- Ensure that meetings of the Development Planning Team are held on a regular basis to ensure applications are equitably distributed throughout the team.
- Ensure all potential significant criticism of Council by the community and/or Government are advised to the Manager of Environment and Development.
- Ensure that 95% of correspondence referred to the position is responded to within 10 days of receipt.
- Ensure a weekly work plan and an updated work plan for the preceding week in the agreed format is prepared and presented to the Environment and Development Manager on Monday morning of each work week.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to customer enquiry within an appropriate timeframe

- Operate Office Equipment
 - Operate various office equipment items including photocopier, facsimile machine, heat binder, shredder.
 - Operate telephone equipment for incoming and outgoing calls.

- Operate Personal Computer in the completion of routine tasks;
 - Utilise personal computer to create, modify and complete documents, using various computer programs.

- Work Health and Safety Supervisor Responsibilities
 - Consult on Health and Safety Matters
 - Manage and contribute to development, implementation and review of Council's WHS Management System
 - Provide to Unit Coordinator / Manager annual WHS budgeting projections
 - Ensure safety systems are implemented to address legislative compliance
 - Ensure adherence to developed SWMS / RA and SOP's
 - Ensure new workers and internal transferees attend WHS inductions (Corporate and Workgroup)
 - Ensure staff are provided with necessary instruction, training, information and supervision to enable works undertaken to be carried out safely
 - Ensure that all equipment purchased meets Council's WHS requirements
 - Ensure Council's Contractor Management Procedure is adhered to
 - Participate in incident and injury review, corrective actions and close outs
 - Ensure remedial and corrective actions are implemented to prevent reoccurrence
 - Ensure compliance with Council's Injury Management Procedure
 - Participate in audits and workplace inspections as required
 - Ensure WHS issues, information is disseminated as required
 - Conduct WHS performance review of direct reports
 - Implement disciplinary actions for breaches in accordance with relevant Award and council procedure

- Provide 'On-the-Job' Training
 - Provide Information Overview of Work Area
 - Prepare for Training
 - Deliver Training
 - Review Training

- Provide Leadership and Support
 - Maintain Staff Performance
 - Maintain a Team Environment

- Address Work Issues
 - Enhance Communication
 - Undertake Annual Staff Appraisals
 - Problem Solving
- Recordkeeping Responsibilities
- The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
 - Prioritise and complete allocated Recordkeeping activities

Supervisory Responsibilities

This position directly supervises the following positions;

- Two Development Planners
- Trainee Development Planner

Signatures

I agree to the requirements of this Position Description.

_____ Date

Employee

_____ Date

Supervisor

_____ Date

Manager

Selection Criteria

Essential

- Degree level or equivalent qualifications in Town Planning
- Five years relevant experience in local government development control
- Excellent written and verbal communication skills
- Knowledge and understanding of the WHS Act and associated regulations including the development and implementation of WHS Risk Management Procedures
- Thorough understanding of the Planning Legislation and the relevant acts and regulations applicable to the position.
- Demonstrated ability to communicate and interact at all levels on technical advice and policy issues to both internal and external customers.
- Thorough understanding of relevant statutory requirements and processes
- Demonstrated competency in enforcing conditions of development consent
- Class C Drivers Licence.
- Commitment to Work Health and Safety.
- Demonstrated commitment to the principals of honesty and integrity

Desirable

- Experience in preparing briefs for Solicitors, preparing affidavits and presenting evidence in the Land and Environment Court.
- Experience in supervising and leading a team of staff to achieve desired outcomes