

Position Description

Development Planner (Systems)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: December 2018

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 14 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Environment, Planning & Community
Section:	Environment Development & Strategic Planning
Team:	Development Services
Work base:	Grafton/Maclean (to be negotiated)
Position responsible to:	Development Services Coordinator
Level of support and supervision:	Minimal
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All Council Staff
External contacts:	General public, government agencies, consultants, developers

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours	
Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Physically capable of carrying out site inspections, including walking on formed and unformed land and up and down slopes

Frequent driving

Frequent use of computer keyboard

Purpose of the position

To accurately and efficiently assess and determine development and other related applications in accordance with legislative and policy requirements.

To take a proactive role in the timely and accurate formulation of policy, strategic goals and advice on development services issues.

To oversee the development and delivery of corporate information systems that support the electronic delivery of development related applications and land use information.

Major duties and responsibilities

Provide a lead mentoring, development and training role to staff involved in the planning approval process in regard to relevant corporate planning systems.

Take responsibility for leading the development and on-going enhancement of Council's electronic platforms to deliver development applications and planning certificates.

Process and determine Development and Subdivision Applications, including complex applications in accordance with delegations.

Prepare detailed reports and correspondence.

Represent Council in court as required.

Provide oral and written town planning advice to the public, other staff and where required to external forums.

Carry out site inspections and activities to ensure compliance with relevant conditions of consent, legislative requirements, Council policies etc.

Monitor developments and activities to ensure compliance with relevant conditions of consent, legislative requirements, Council policies etc.

Check and sign Planning Certificates.

Provide town planning advice in the preparation of LEP's, DCP's, Council policies, planning studies etc.

Ensure personal knowledge and training in relevant legislation, practices and issues is maintained.

Assist others with workloads and undertake other duties as required.

Attend pre-lodgement meetings as required.

Assist in the preparation of and management of the Section's budget.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications or equivalent in town planning, environmental science or a related discipline; **or** equivalent relevant industry experience

Detailed knowledge of the Environmental Planning & Assessment Act and contemporary planning issues

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in town planning or related discipline

Position related skills

Demonstrated well developed report writing skills

Demonstrated well developed communication skills, including interpersonal, negotiation and mediation

Demonstrated experience and understanding of implementation, integration and maintenance of corporate information technology systems

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Additional tertiary qualification in related field

Licences/tickets, clearances, membership

Eligibility for membership of Planning Institute of Australia

Experience

Demonstrated experience in mentoring, training and developing staff

Demonstrated experience in assessing and determining development applications

Demonstrated understanding and experience in maintaining and developing corporate systems, e.g. relating to development applications and property information

Personal qualities

Demonstrated ability to lead a working group or team

Other features of this position may include

Attendance at public meetings/forums as required Attendance at Council meetings or community meetings after hours as required.

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date

Employee
