

POSITION DESCRIPTION

Development Assessment Planner
(numerous positions)

Directorate:	Planning & Growth	Department:	Development Assessment
Position Grade:	12	Reports to:	Team Leader Development Assessment
Last review:	April 2016	Next review:	April 2018
		Version No.:	4

Position purpose:

To assess and report on development applications and liaise with the public and developers. Reply to both written and verbal enquiries on planning matters.

Key accountabilities/responsibilities:

Responsible for:

- 1) The assessment, appraisal and processing of a variety of development applications
- 2) Written and verbal advice regarding land use, zoning, planning legislation, Council policy and procedures
- 3) Critically analysing development proposals, pre development application meetings with development industry and the community
- 4) Reporting to the Councils delegated officer (Senior Planner and Team Leader), Independent Hearing & Assessment Panel, Joint Regional Planning Panel and Council in response to submitted development applications and other relevant planning issues
- 5) Communication of allowable development opportunities of land and applicable Council/State requirements regulating such development
- 6) Providing accurate information to the public regarding planning controls and land use permissibility
- 7) Assisting in updating policies and procedures and creating new policies and procedures where required
- 8) Undertaking planning projects as directed by the Director and/or Manager

Decisions made in the position:

- 1) Processing of applications in conjunction with the Team Leader Development Assessment and/or Manager

Decisions referred:

- 1) Determination of all applications

Key issues/challenges:

- 1) Timely and accurate assessment of development applications
- 2) Awareness and understanding of changes to legislation and policy
- 3) Providing a high level of customer service
- 4) Achievement of daily duties and responsibilities
- 5) Prioritising work/competing priorities

Key working relationships:

- Staff within team and staff in other departments
- Director Planning and Growth
- Coordinator Development Assessment
- Manager Development Assessment

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA**Qualifications/Licences**

- Diploma or Degree in Town Planning
- Current Class C Drivers Licence

Experience

- Experience in development assessment is considered necessary to ensure the desired level of expertise/knowledge to adequately carry out the functions of the position
- Experience in handling a wide range of applications relating to development on industrial, commercial or residential zoned land is considered essential to the responsible execution of duties
- Experience in processing planning related enquiries
- Experience and ability to work in a team environment
- Experience communicating with various internal and external stakeholders including the community, professional industry and Council employees in relation to development assessment inquiries

Knowledge and Skills

- Knowledge of Occupational Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- General computer skills with the ability to use Microsoft applications
- Excellent written and verbal communication skills including the ability to write reports and resolve planning issues through effective mediation, negotiation and conflict resolution
- Ability to critically analyse and assess Statement of Environmental Effects and Environmental Impact Statements
- Ability to interpret Acts and policies
- Knowledge of Land and Environment Court Regulations and application of legal advice and court judgements
- Effective time management skills

DESIRABLE CRITERIA**Qualifications/Licences/Experience/Knowledge and Skills**

- Ability to interpret Acts and Policies and to make the appropriate decision bearing in mind the circumstances and the legislative requirements
- Ability to have a creative approach to the processes and any reviews that may be undertaken
- Experience using the pathways and TRIM computer applications
- Ability to work flexible hours to achieve and complete required tasks

CORPORATE VALUES

This section does NOT need to be addressed in any application for this position.

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.