

**POSITION DESCRIPTION**

Team Leader Development Assessment  
(POS1129), (POS1128), (POS1132), (POS2406)

<b>Directorate:</b>	Planning and Compliance	<b>Department:</b>	Development Assessment
<b>Position Grade:</b>	16	<b>Reports to:</b>	Coordinator Development Assessment
<b>Last review:</b>	May 2022	<b>Next review:</b>	May 2024
		<b>Version No.:</b>	2.0

**Position purpose:**

- 1) To assess and report on all forms of Development Applications and liaise with the public and developers. Reply to both written and verbal enquires on planning matters and act as an expert witness to the Land and Environment Court as required.
- 2) To supervise the investigation, evaluation and reporting of all applications and report regularly to the Manager.
- 3) To ensure consistent and cohesive delivery of services across the Development Assessment teams by rotating in the various Team Leader positions as required.

**Key accountabilities/responsibilities:**

- Responsible for:
- 1) The assessment, appraisal, processing and determination of various minor and major/complex development applications and Section 4.55 applications.
  - 2) Providing accurate written and verbal advice regarding land use, zoning, planning legislation, Council policies and procedures.
  - 3) Critical analysis of development proposals, including pre consultation meetings with the development industry.
  - 4) Reporting to Council’s Local Planning Panel in response to submitted Development Applications and other development assessment matters.
  - 5) Reporting to the Joint Regional Planning Panel in response to submitted Development Applications and other relevant planning matters.
  - 6) Assisting and mentoring Development Planners and staff in processing, manner, and method of assessing Development Applications and interpreting planning issues.
  - 7) Providing planning comment on Development Applications for subdivision and applications for Building Certificates.
  - 8) Supervising planning employees to assure management of workload and output and develop a team environment.
  - 9) Reviewing and implementing procedures to ensure a high level of development outcomes are maintained.
  - 10) When required, undertake the lead role of various committees, meetings, panels etc that fall within the responsibility of the department.
  - 11) Ensuring Council’s Policies are observed and implemented and ensure Policies are reviewed as needed and are in accordance with relevant legislation.
  - 12) Providing efficient pro-active informative and responsive service to other departments, other organisations and the community, consistent with legislation, regulations, Council’s policies, objectives, vision and core values.
  - 13) Providing timely appropriate and accurate advice to staff and the Manager.
  - 14) Recognising the importance of, and contribute to teamwork through cooperation, communication, sharing of relevant information, and provision of responsive accurate advice across Statutory Planning and Council.
  - 15) Maintaining an overview of issues within your team area.
  - 16) Being a point of contact and provide issue resolution.
  - 17) Participating in and advise in relation to decision making in relation to applications where objections are received.
  - 18) Ensuring work plans for the team are achieved in accordance with agreed timeframes.

**Decisions made in the position:**

- 1) Determine various applications in accordance with Delegation issued by the General Manager.
- 2) Staff leave applications to be referred to Manager Development Assessment.

**Decisions referred:**

- 1) Various applications in accordance with Delegation issued by the General Manager.

## POSITION DESCRIPTION

Team Leader Development Assessment  
(POS1129), (POS1128), (POS1132), (POS2406)

### Key issues/challenges:

- 1) Timely and accurate assessment of Development Applications.
- 2) Awareness and understanding of changes to legislation and policy.
- 3) Provide a high level of customer service.
- 4) Ensuring the continuing professional development of employees in planning is maintained and enhanced.
- 5) Provide leadership to employees.
- 6) Be aware of budgeting issues affecting the planning team.
- 7) To manage work volumes to ensure that adequate level of work is allocated to staff to enable quality decision making which will be benchmarked by the usage of statistics and auditing.
- 8) To provide staff with quality guidance and advice in relation to the technical aspects of their duties and through this process ensure consistency in decision making that is in line with Council's direction.
- 9) Provide a human element and understanding to enable the staff to perform to their optimum, formed on the principles of teamwork, communication, trust and recognising staff's values.
- 10) To review our processes and systems to enable staff to carry out duties professionally.
- 11) Provide high level customer service through an understanding of the needs of our customers.
- 12) Ensure staff adhere to the principles of Council's Code of Conduct.

### Key working relationships:

#### Internal

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Manager Development Assessment.</li> <li>• Coordinator Development Assessment.</li> <li>• Business Support Officer.</li> <li>• Senior Administration Officer.</li> </ul> | <ul style="list-style-type: none"> <li>• Staff within Team.</li> <li>• Administration Officers.</li> <li>• Customer Liaison Officers.</li> <li>• Other Council Staff.</li> </ul> |
|---|--|

#### External

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Government Agencies.</li> <li>• Development Industry.</li> <li>• Business and Community Groups.</li> </ul> | <ul style="list-style-type: none"> <li>• Residents.</li> <li>• Individual Applicants.</li> <li>• Various Professional Consultants.</li> </ul> |
|---|---|

**POSITION SPECIFICATION**

<b>ESSENTIAL CRITERIA</b>
<b>Qualifications/Licences</b>
<ul style="list-style-type: none"> <li>• Diploma or Degree in Town Planning with the eligibility for acceptance to the Planning Institute of Australia.</li> <li>• Current Class C Drivers Licence.</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Extensive experience in Development Assessment is considered necessary to ensure the desired level of expertise/knowledge to adequately carry out the functions of the position.</li> <li>• Experience in handling a wide range of complex applications relating to all possible development on industrial, commercial, or residential zoned land is considered essential to the responsible execution of duties that comprise this position.</li> <li>• Experience in acting as an expert witness in the Land and Environment Court.</li> <li>• Experience in providing legal instruction and giving evidence before the Courts.</li> <li>• Proven experience in assessment and application of alternative solutions as provided for under the relevant legislation.</li> <li>• Experience communicating with various internal and external stakeholders including the ability to deal with the community and professional industry to achieve the best possible outcome.</li> <li>• Demonstrated experience and ability in supervising employees and developing a team environment.</li> <li>• Demonstrated ability to interpret Acts and policies and to make appropriate decisions bearing in mind the circumstances and the legislative requirements.</li> <li>• Experience processing planning related enquiries.</li> <li>• Experience in providing leadership to team members.</li> <li>• Experience of updating policies and procedures and developing new policies and procedures.</li> </ul>
<b>Knowledge and Skills</b>
<ul style="list-style-type: none"> <li>• Knowledge of Occupational Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice, and multi-cultural diversity.</li> <li>• Excellent written and verbal communication skills including the ability to write detailed reports and resolve planning issues through effective mediation, negotiation, and conflict resolution.</li> <li>• Knowledge of Land and Environment Court Regulations.</li> <li>• Analysis and application of legal advice and court judgements.</li> <li>• Ability to critically analyse and assess Environmental Impact Statements.</li> <li>• Skilled in legal matters.</li> <li>• Demonstrated general computer skills and ability to use Microsoft applications including Word, Excel and Powerpoint.</li> <li>• Effective time and staff management skills.</li> </ul>
<b>DESIRABLE CRITERIA</b>
<b>Qualifications/Licences/Experience/Knowledge and Skills</b>
<ul style="list-style-type: none"> <li>• Ability to have a creative approach to the processes and any reviews that may be undertaken.</li> <li>• Communication skills in explaining circumstances and legislative requirements.</li> <li>• Multi skilled in understanding planning and building related matters.</li> </ul>

## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**