

## POSITION DESCRIPTION

Agreements Delivery Officer  
(POS2394)

<b>Directorate:</b>	City Economy & Growth	<b>Department:</b>	City Planning
<b>Position Grade:</b>	14	<b>Reports to:</b>	Coordinator Contributions Planning
<b>Last review:</b>	February 2021	<b>Next review:</b>	February 2023
		<b>Version No.:</b>	3

### Position purpose:

This position is responsible for the development, implementation, administration and monitoring of planning agreements and works in kind agreements between Council and developers for the provision of local infrastructure to support development.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Advising the Coordinator Contributions Planning on the development, performance, implementation and monitoring of planning agreements.
- 2) Oversee the maintenance of systems and databases that track and monitor the delivery of planning agreements.
- 3) Establish professional and proactive working relationships with internal stakeholders and developers who are parties to, or have an active interest, in planning agreements.
- 4) Ensure that Council and the developers fulfil their obligations under planning agreements in a timely manner and as required by those agreements.
- 5) Proactively identify and manage contract risks to ensure that the planned outcomes of the planning agreements are achieved.
- 6) Oversee and approve the distribution of information to the relevant departments of Council, and Council committees, as required during the design approval, delivery and handover phases of planning agreements.
- 7) Manage referral response regarding compliance with planning agreements for development applications and subdivision certificates.
- 8) Prepare regular reports for the Developer Contributions Working Group relating to proposed and executed planning agreements.
- 9) Monitor the security held under planning agreements to ensure Council's financial and risk interests are secured.
- 10) Apply a continuous improvement methodology which identifies issues arising during the implementation of planning agreements and recommends solutions to address these issues.
- 11) Prepare instructions to Council's lawyers seeking advice on the preparation of, and implementation of agreements where required and prepare recommendations on actions, based on that advice, to Coordinator Contributions Planning.
- 12) Review and update the Planning Agreements Policy as required and report any changes to Council's Executive Management Team.

13) Provide advice to the Coordinator Contributions Planning on the performance and implementation of planning agreements.

14) Carrying out other duties as may be directed by the Manager or Coordinator.

**Decisions made in the position:**

- Tasks delegated to the position in accordance with the delegation of authority issued by the CEO

**Decisions referred:**

- All other decisions

**Key issues/challenges:**

- Identifying new or changing infrastructure requirements given the pressures for the provision of new housing to support population growth arising from planning proposals, growth areas, urban renewal and changing levels of service.
- Identifying and resolving issues in a timely manner to provide quality service delivery and a positive customer experience.
- Anticipating and recommending options to manage changing circumstances, including in growth and population targets.
- Maintaining up to date knowledge of latest developments, initiatives and legislative requirements.

**Key working relationships:**

**Internal**

- Executive and Management Team
- Audit & Risk
- Finance
- Other staff related to infrastructure planning and delivery, particularly teams including: City Planning, Development Assessment, Infrastructure Delivery, Property and Commercial Development and Community Development and Planning.

**External**

- Community
- State and Federal Government Agencies
- Legal Advisors/Firms
- Local Councils, particularly those in the Western City District.
- Specialist consultants
- External auditors

## POSITION SPECIFICATION

### ESSENTIAL CRITERIA

#### Qualifications/Licences

- Relevant tertiary qualifications and demonstrated relevant experience in contracts administration, project management, town planning or other related disciplines.
- Current Class C NSW Driver's Licence

#### Experience, Knowledge and Skills

- Demonstrated knowledge and detailed understanding of planning agreements and works in kind agreements.
- Detailed understanding of greenfield development, urban infill development and infrastructure delivery processes.
- Good analytical, creating thinking, negotiation and conflict resolution, and problem solving skills.
- Strong oral and written communication skills
- Demonstrated ability to work effectively in a team and independently as well as to contribute in the development of a positive, productive and healthy team culture.
- Demonstrated ability to deliver quality customer service, contribute to service improvements and adapt to change.
- Understanding of Equal Employment Opportunity and Health & Safety requirements relevant to the role including risk assessment of activities and tasks.

### DESIRABLE CRITERIA

#### Qualifications/Licences/Experience/Knowledge and Skills

- Experience in finance and accounting practices, social planning and engineering issues.
- Previous experience in Local Government, including an understanding of the Environmental Planning & Assessment Act and the Local Government Act
- Proficiency in Microsoft Excel.
- Desire to support new initiatives to support infrastructure planning process.

## **Our vision:**

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

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**