

POSITION DESCRIPTION

Manager Development Assessment (POS1565)

Directorate:	Planning and Design	Department:	Development Assessment
Position Grade:	Manager	Reports to:	Director Planning and Design
Last review:	January 2025	Next review:	January 2027
		Version No:	4.1

Organisation purpose:

The Liverpool Community Strategic Plan, *Our Home, Liverpool 2025—2035*, provides a focus on working collaboratively with residents and stakeholders to ensure their present and future priorities and goals are realised. Through a four-pronged strategic vision of *being 1. Healthy, Inclusive and Fair, 2. Liveable, Sustainable, Resilient, 3 Evolving, Prosperous and Innovative and 4. Visionary, Leading and Responsible*; Council aims to deliver both innovative and practical services to its community.

Position purpose:

This position will lead and manage Council's Development Assessment department in the delivery of development assessment services to the Liverpool community. The role also provides high level expert advice on a diverse and complex range of strategic and operational activities relating to growth and development in the Liverpool Local Government Area including the Western Sydney International Airport and surrounding Aerotropolis.

Key accountabilities and responsibilities:

- Leading,
- managing, and developing planning staff in the assessment, monitoring and reporting of development applications (and associated certificates) to achieve sustainable, balanced, consistent and timely outcomes which reflect the vision and expectations of Council and the Liverpool community.
- Maintaining a high level of knowledge, proficiency and industry currency in the development, interpretation and application of relevant legislation, planning instruments and Council policy to ensure the achievement of high quality, consistent and sustainable planning outcomes within the Liverpool LGA.
- Providing expert and timely professional advice to the Mayor and Councillors, the CEO, senior management, customers and other internal and external stakeholders on town planning issues with a key focus on sound, accountable, consistent and transparent decision-making and effective communication.
- Preparing reports for Planning Panels and Council on development applications and other matters relating to the development assessment department and development within the Liverpool LGA and presenting and discussing reports and other development related matters at Council meetings and briefing sessions and attending Council formal and committee meetings.
- Managing Council's Local Planning Panel (LPP) and Design Excellence Panel (DEP). Providing advice to LPP and DEP members. Monitoring and reviewing LPP and DEP processes and revising and progressing amendments to the Charters and procedures as required.

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- Exercising delegated decision-making authority to determine development and subdivision applications and certificates. Overseeing the work of development assessment officers and reviewing reports to ensure quality, accuracy, consistency and timeliness.
- Ensuring all relevant statutory obligations and Council policies are satisfied. Ensuring the implementation of Council decisions and the actioning of all relevant Council resolutions.
- Fostering strong collaboration and a partnership approach between development assessment officers and other Council officers in development assessment processes. Developing and promoting positive relationships with the development industry and key stakeholders including State government agencies, community and business groups and local residents.
- Supporting the Director in the delivery of effective and efficient outcomes for Council and driving continuous improvement to improve productivity and service delivery, enhancing customer service and promoting a positive and professional work environment. Fostering a commitment to quality and excellence in the Development Assessment department to deliver a strong sense of team spirit, job satisfaction and a commitment to high standards of professionalism.

Decisions made in the position:

- Strategic direction for the Development Assessment department and allocation of work to achieve Council business objectives.
- Delegated authority to determine development applications.
- Management and supervision of staff
- Financial and all other delegated authority, as granted by CEO

Decisions referred:

- All other decisions

Key issues/challenges:

- Balancing the competing interests of developers and private land holders with community expectations and sound planning outcomes, consistent with the adopted planning framework.
- Ensuring the efficient and timely delivery of development assessment services to a rapidly growing LGA.
- Ensuring appropriate community engagement in development decisions.
- Understanding the nature of Council's operating environment and strategic objectives, and how to position and drive the visioning, development and implementation of strategic people management and resourcing plans which enable delivery of agreed outcomes.
- Achieving organisational acceptance and establishment of a culture that embraces ongoing business improvement and excellent customer experience.
- Leading implementation of critical and imperative changes and strategic initiatives across Council achieving high levels of ownership and compliance.
- Managing in a constantly changing and political environment.
- Achieving strategic and operational outcomes within an environment of increasing demand, contracting resources and competing priorities

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Key working relationships:

Internal

- Chief Executive Officer
- Director Planning and Compliance
- Executive and Management Team
- Mayor and Councillors

External

- Government Agencies
- Development industry, business and community groups, residents and individual applicants
- Legal Advisors/Firms
- Other local councils of Western Sydney.
- Various professional consultants
- External Auditors

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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the key criteria listed in the advertisement.

ESSENTIAL CRITERIA

Qualifications/Licences

- Degree qualifications in town planning, regional and/or urban planning and/or other relevant qualifications recognised by the Planning Institute of Australia.
- Current Class C Driver's Licence

The position requires the application of management skills in a diverse organisation to establish corporate goals and objectives. The applicant must have:

- Proven strong leadership and management skills and ability to effectively lead, mentor and coach a diverse team in the delivery of sound strategic and operational outcomes within a complex, multi-disciplinary, customer focussed organisation.
- High level of professional knowledge and demonstrated substantial experience in the effective delivery of development assessment services in a local government environment. Advanced understanding of planning legislation and demonstrated ability to interpret planning instruments and provide expert planning advice.
- Demonstrated sound interpersonal and communication skills, including the capacity to engage effectively with different stakeholders, both public and private. Demonstrated research skills and experience in complex report writing and reviewing. Proven conflict resolution and mediation skills and the capacity to achieve win-win outcomes in difficult negotiations.
- Track record of success in initiating and driving change and continuous improvement in a diverse service environment.
- Highly developed organisational, time management and project management skills with demonstrated ability to work effectively under pressure, coordinate work teams, manage competing priorities and achieve deadlines.
- Sound understanding of and commitment to excellence in customer service. Experience in identifying and responding to Councillor, community and customer needs in the delivery of quality customer service outcomes.
- Sound judgment and political awareness and demonstrated ability to operate effectively in a political environment.
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Post graduate qualifications in a relevant discipline.
- Knowledge of key priorities, opportunities and challenges in Liverpool and/or South Western Sydney
- Membership of a relevant professional organisation such as PIA.

Our vision:

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

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous