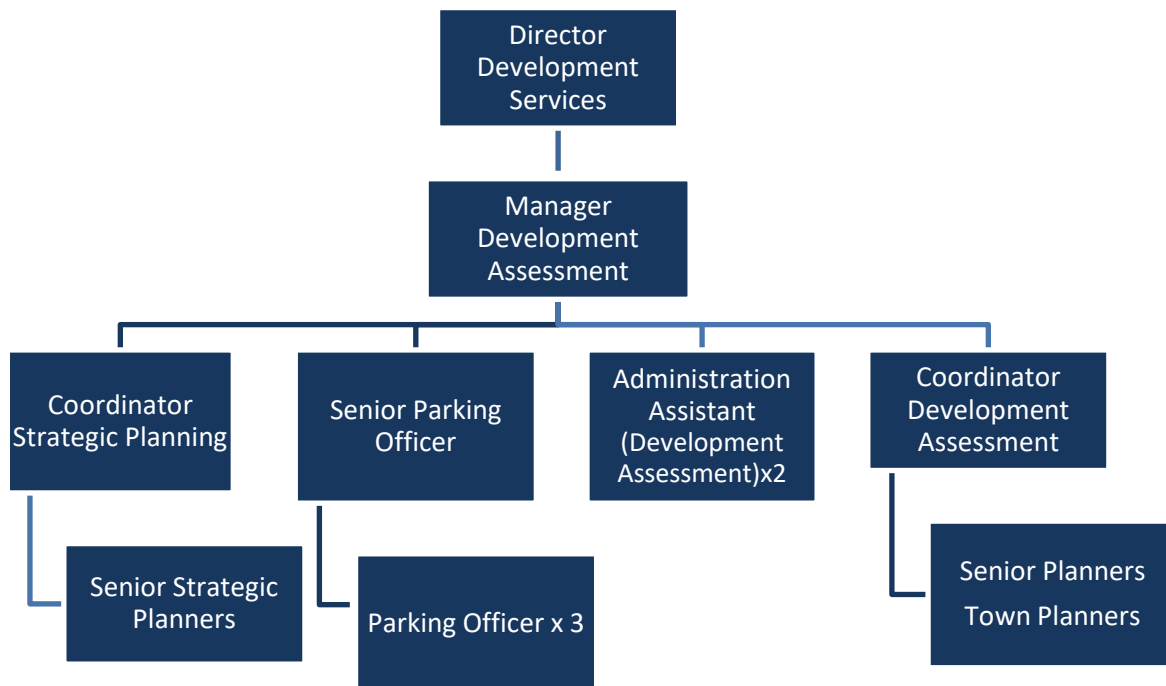


Position Title:	Coordinator – Development Assessment
Position Number:	
Division:	Development Services
Section:	Development Assessment
Grade:	12
Delegations:	As allocated in the Delegations Register

Primary Purpose

Lead the Development Assessment Team in assessing Development Applications and providing advice on development proposals and land use matters to Council and the community as well as carrying out regular inspection and regulation of developments.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Relevant tertiary qualifications in Town Planning or related discipline
- Membership of Planning Institute Australia (or eligibility to obtain)
- Current Class C drivers licence

Skills and Experience

- Experience in a similar role in Development Assessment
- Detailed knowledge of the Environmental Planning and Assessment Act, the Local Government Act and related planning and environmental legislation
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Well-developed interpersonal skills with the ability to interact with staff, contractors, government agencies and the community relating to Development Assessment
- Demonstrated ability to supervise, coach and mentor team members
- Proven effective negotiation, conflict resolution, problem solving and influencing skills
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
- Well-developed computer skills utilising a Geographic Information System and mapping programs with experience using Microsoft Word, Excel, databases and the internet as a research tool
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

The key responsibilities for this position include:

- Lead and coordinate Council's Development Assessment team performing all the regulatory functions and duties of a Local Government Town Planner
- Coordinate and undertake the efficient, accurate and timely processing and assessment of development applications to ensure compliance with relevant legislation and Council Policy, ensuring targets set by Council's CSP and the NSW Government are met.
- Provide advice on emerging planning issues and analysis of the local impact of State legislation and policy changes
- Exercise delegation in determination of development assessments
- Communicate and liaise with key agencies and stakeholders, including State Government agencies, peak groups, special interest groups and industry associations.
- Provide professional support in the preparation and documentation for appeal matters or as an expert witness in the LEC
- Participate in the customer service duty roster
- Attend Council and Committee meetings as required and represent Council at relevant professional networks
- Work collaboratively across Council divisions providing assistance and a coordinated approach

- Provide technical assistance and advice to Council, developers and the community.
- Ensure spatial data is kept accurate, relevant and up to date
- Coordinate the regular review of information requirements for planning certificates to ensure accuracy
- Manage and develop staff through implementation of Council's human resource management systems, policies and procedures, including but not limited to recruitment; performance management and conducting performance reviews; and promoting learning and development
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Manage Self - Coaches "Shares It" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i></p> <ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
	<p>Customer Focus - Coaches "Shares It" <i>Commit to delivering customer focused services in line with strategic objectives.</i></p> <ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Relationships	<p>Influence and Negotiate - Coaches "Shares it" <i>Persuade and gain commitment from others, and resolve issues and conflicts.</i></p> <ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
	<p>Problem Solving - Coaches "Shares it" <i>Think, analyse and consider the broader context to develop practical solutions.</i></p> <ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Results	<p>Plan and Prioritise - Coaches "Shares it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning

Group	Capability
Technical	<p>Manage and Develop People - Coaches "Shares it" <i>Engage and motivate staff, develop capability and potential in others.</i></p> <ul style="list-style-type: none"> • Seeks to understand the individual strengths, weaknesses, goals and concerns of team members • Defines and communicates roles and responsibilities and sets clear performance standards and goals • Coaches team members to help improve performance and development • Regularly discusses performance with team members and provides accurate, constructive reviews • Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals • Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements

- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties and responsibilities of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	

Human Resources Only: This position's ordinary hours of work shall be based on a 35 hour week to determine the hourly rate of pay