

Scenic Rim Regional Council



POSITION DESCRIPTION

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| Position Title: | Development Assessment Planner | Portfolio: | Customer and Regional Prosperity |
| Position Number: | 213005, 213007 | Business Unit: | Planning and Development |
| Position Reports to: | Principal Specialist Development Assessment and Engineering | Team: | Development Assessment |
| Classification Level: | 4/5 | Status: | Full Time |
| Agreement: | Scenic Rim Regional Council Enterprise Bargaining Certified Agreement 2012-2014 | | |
| Award: | Queensland Local Government Industry (Stream A) Award – State 2017 | | |
| Position Objective: | This position is required to assess development applications and provide advice on town planning, development applications and related matters in line with legislation, planning schemes, local laws, policies and guidelines. | | |

*Graduates without demonstrable post-graduate field experience may be appointed to this role at a classification Level 4. Progression from Level 4 to Level 5 is subject to the satisfactory completion of either a 3 year planning degree and 3 years of relevant experience, or a 4 year planning degree with 2 years of relevant experience. This typically requires 12 months of satisfactory service at Level 4.3.

Our Values

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| <p>Communication We actively promote clear, concise and open discussion between staff, Council and communities</p> | <p>Respect We act respectfully to each other, accepting each person's individuality and their role.</p> |
| <p>Teamwork We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.</p> | <p>Honesty We act with integrity and when we ask an honest question, we get an honest answer.</p> |
| <p>Accountability We accept ownership of our role and responsibility for our actions.</p> | <p>Trust We build strong relationships that we believe in and rely on.</p> |
| <p>Staff worth Our actions demonstrate that our people matter.</p> | <p>Quality We have pride in whatever we do, and strive to do it well</p> |

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Key Responsibilities

Fulfil the accountabilities of this role in accordance with Council values and as varied from time to time to achieve Council objectives. Key responsibilities include the following:

- Process and assess development applications under the Planning Act 2016 and Regulations, and in accordance with the Development Assessment Rules and the relevant Planning Scheme.
- Prepare assessment reports on development applications, including decision recommendations in an accurate and timely manner.
- Provide planning advice to customers and prepare correspondence regarding development applications.
- Conduct site inspections and monitor developments to ensure compliance with approvals.
- Attend to customer service enquiries by telephone and over the counter in relation to development assessment matters.
- Provide support within the Development Assessment team and more broadly to the range of stakeholders involved in Development Assessment.
- Participate in the development and implementation of business improvement strategies to achieve best practice in development assessment processes as they relate to the broader goals of the Planning and Development business unit.
- Attend and conduct pre-lodgement meetings to provide technical advice on prospective development assessment matters.
- Comply with Council policies, procedures and instructions to deliver quality and safe services.
- Maintain accountability and appropriate use of information systems and maintain vigilance to comply with record keeping requirements.
- In accordance with the Work Health and Safety Act 2011, take reasonable care for your own health, safety and wellbeing and take reasonable care to protect the health, safety and wellbeing of others.

Skills, Knowledge and Experience

Formal Qualifications/Technical skills

- A tertiary qualification in urban and regional planning, or related field.
- High level computer literacy skills including knowledge of the Microsoft Office Suite and the ability to use Council's electronic data management system (ECM), Technology One, Microsoft Project, Visio and other business process management tools.
- Membership of, or eligibility for membership of, the Planning Institute of Australia.
- Current Class C (Standard) Driver Licence.

Knowledge

- Knowledge of town planning legislation, Local Laws, relevant policies and guidelines.
- Well-developed organisational and time management skills, including the ability to achieve work goals within required timeframes.
- An ability to assess and interpret information to formulate recommendations and provide advice to members of the community.

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- An understanding of local government functions and processes.
- High level customer service skills with an ability to identify customer service needs, understand customer perspectives and implement responsive solutions.

Experience

- Demonstrated experience in a development assessment role (Level 5)
- Demonstrated experience processing planning related enquiries and communicating with internal and external stakeholders in relation to development assessment matters.
- Experience in a local government environment is well regarded.
- Demonstrated experience in analysing and researching planning issues and providing solutions.
- Experience working in a team environment.

Organisational Competencies

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| CUSTOMER FOCUS | Understands and demonstrates a commitment to quality service outcomes by tailoring and meeting the needs of a diverse range of customers. |
| COMMUNICATION | Communicates effectively through verbal and non-verbal correspondence, adapting to audience needs and responses. Translates technical information into easily understandable information. |
| TEAMWORK AND COLLABORATION | High level experience in working as part of broader business unit to support optimal service delivery. |
| RESULTS | Organises routine functions, activities or duties. Provide advice and guidance to others on how to deliver outcomes with competing timelines ensuring that quality is not compromised. |

Organisational Relationships

This position:

- May supervise lower classified employees as required.
- Has nil financial and authority delegations recorded in Council's delegation registers.
- Is responsible for efficient and effective use of resources within budgetary constraints.
- Is a service provider to the Scenic Rim community, and internal and external stakeholders.

How will a candidate be assessed for this position?

- Please provide a current Curriculum Vitae or Resume (maximum of 5 pages). Your CV should include the names of at least three current/ recent referees. One Referee should be a Manager you have worked for during the past two years.
- Please provide a statement (maximum 2 pages) where you can demonstrate how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.

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